How to print Test Tickets for selected students (ELPA21, SBA, WCAS)
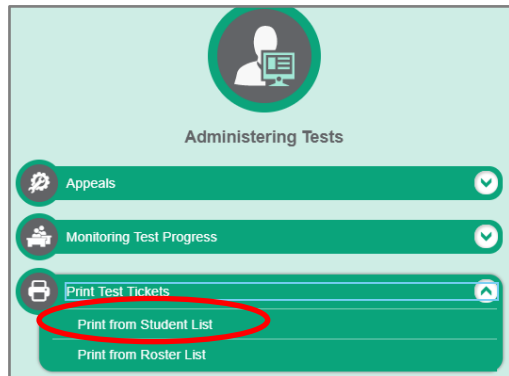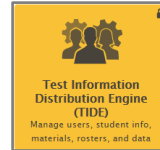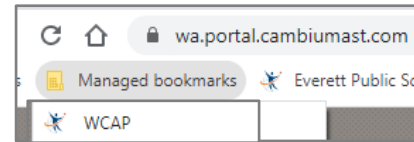
1. Using Chrome browser, go to wa.portal.cambiumast.com or select WCAP in 'Managed Bookmarks' bar

2. Select 'Test Coordinators'

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 Student List

6. Search on individual SSID numbers (single label) or grade level. If you are looking to print labels for a few students in different grades (K and 1), select search and all students will appear.

7. In the search bar, type in the student's last name (when grade or entire school is selected), then click in the small box next to the pencil to select that student. Continue to search and select students by last name until you have selected all students that need a label. **(Note: the list of students you are selecting does not remain on the screen. But will appear in the PDF to print.)**

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8. Under the printer icon drop down menu, select 'My Selected Test Tickets'
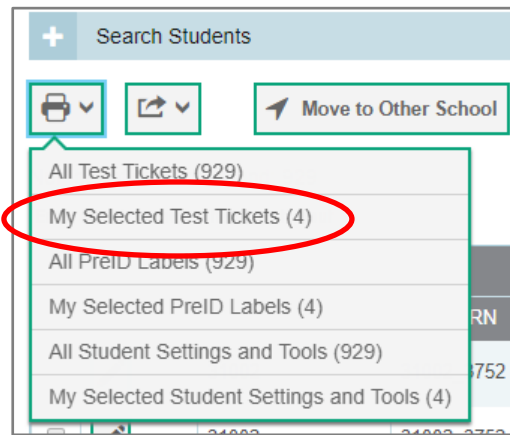
9. You will then select print from the upper left side of the screen. A PDF will download to the bottom left of your screen. (Print PreID Labels, or print student settings and tools are also options under print from student list)