

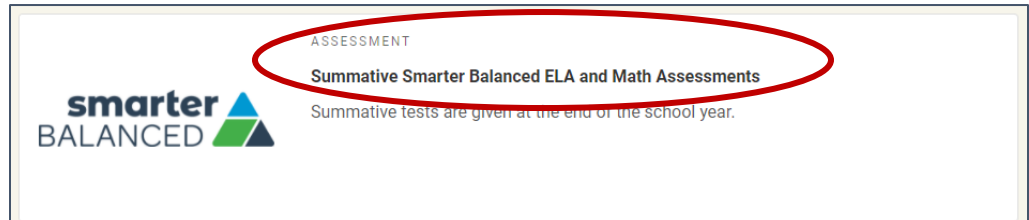
## Assessment & Research

### How to Print SBA/WCAS Test Tickets and/or Accommodations and Supports by Roster

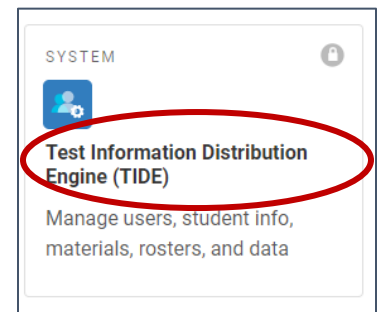
1. Using Chrome Browser, go to [wa.portal.cambiumast.com](http://wa.portal.cambiumast.com) or select WCAP in the Managed Bookmarks bar.



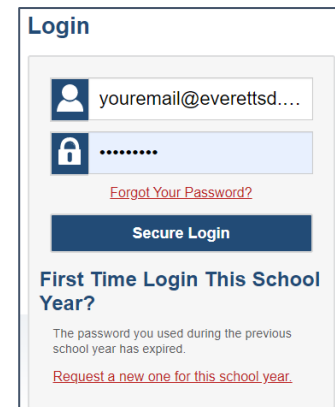
2. **Select Summative Smarter Balanced ELA and Math Assessments**



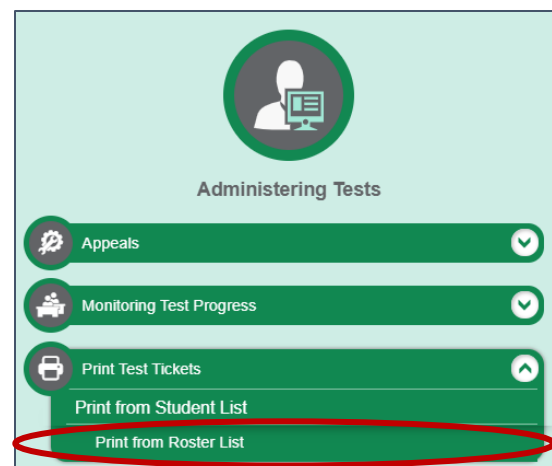
3. Scroll down and under the **All Systems Used in Summative Testing** area, select **Test Information Distribution Engine (TIDE)**



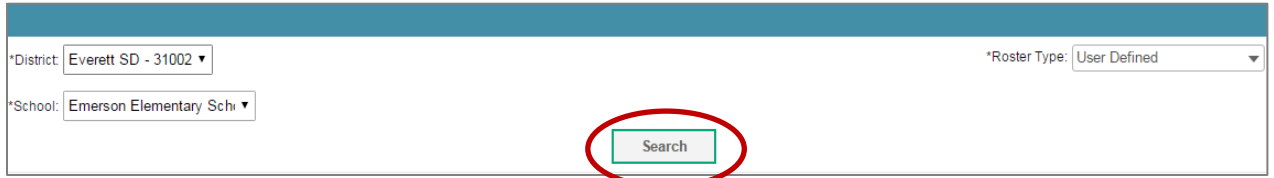
4. Log in. If you have not yet logged in this year, you will need to request a new one for the school year. (See red link below log in area)



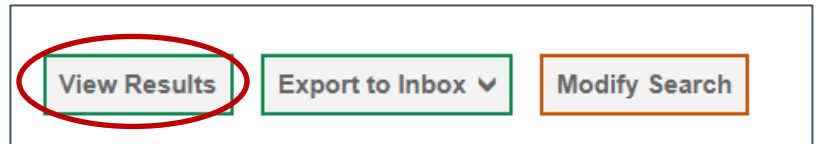
5. Once you're logged in, under **Administering Tests**, select **Print Test Tickets – Print from Roster List**.



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.

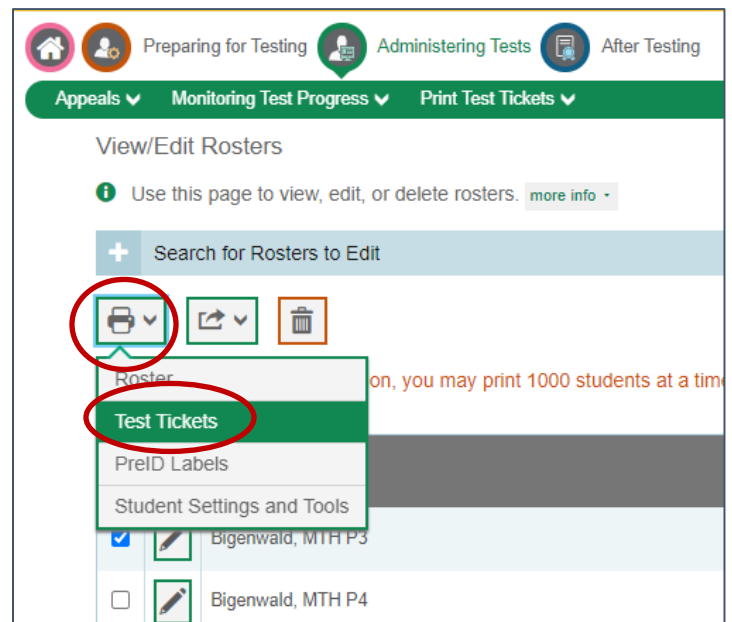


7. In the pop up box, click View Results



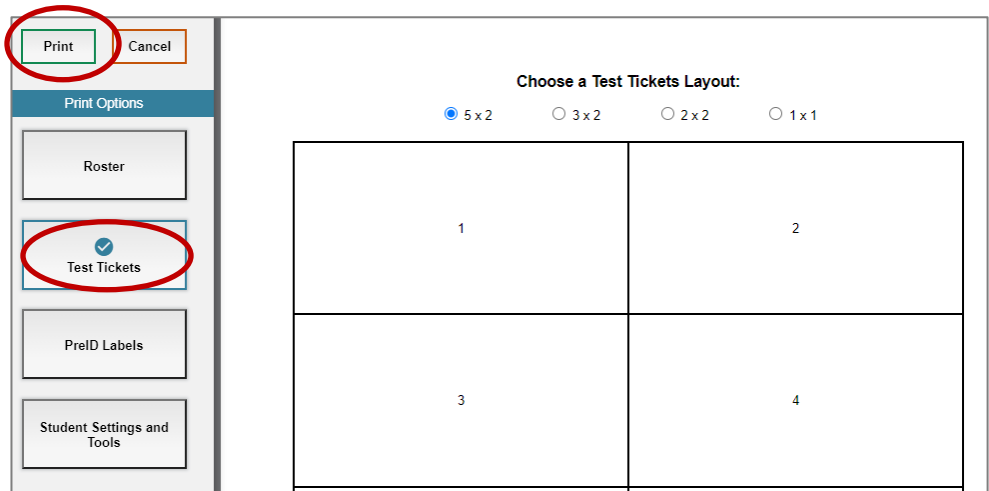
8. Your assigned rosters (TA or School Level) will be listed on this page. Click the box next to the classroom roster you wish to print. From the printer menu, you can choose Roster or Test Tickets (Student Setting & Tools is also available – see step 10)

**Warning** – if you select multiple classes when printing rosters, it will combine all students and print them alphabetically. It will not keep them separated by class.

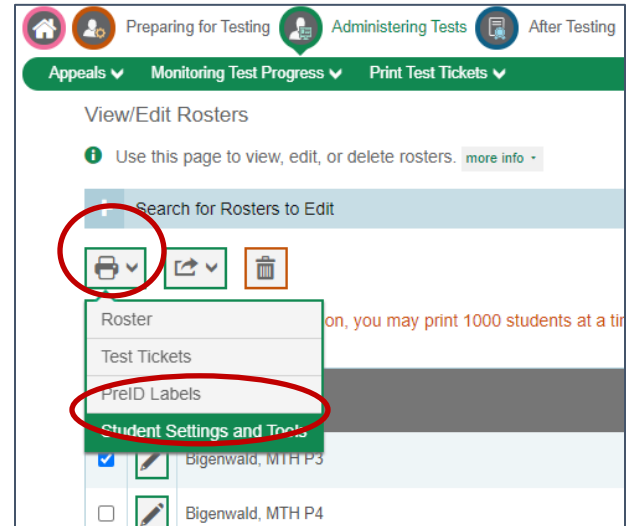


9. If printing Test Tickets, note the layout options at the top of the page, and select the size that work best for your students and choose print (3x2 is larger font than 5x2).

A PDF will download in the bottom left-hand side of your screen.



10. If you click on Student Settings and tools, you will see a complete list of your students, their state Student ID, enrolled grade, and any designated tools/supports.



Administration: WCAP School Year 2021-2022					9/20/2021, 9:25:46 AM
Student Settings and Tools					
Student Name	Student ID	Enrolled Grade	School	District	Test Settings and Tools
Suppressed Student Name	Suppressed Student State ID	07	Suppressed Student School	EVERETT SCHOOL DISTRICT (31002)	<u>ELA-CAT</u> Text-To-Speech (Test Content):ELA CAT Items <u>ELA-PT</u> Text-To-Speech (Test Content):ELA PT Passages/Stimuli+Items Speech-to-Text:ON <u>Mathematics</u> Text-To-Speech (Test Content):Math Stimuli+Items Translations Glossaries:Korean Illustration Glossaries:On <u>Science</u> Text-To-Speech (Test Content):Science Stimuli+Items Translations Glossaries:Korean
Suppressed Student Name	Suppressed Student State ID	09	Suppressed Student School	EVERETT SCHOOL DISTRICT (31002)	<u>ELA-CAT</u> Text-To-Speech (Test Content):ELA CAT Passages/Stimuli+Items Non-Embedded Designated Supports:Read Aloud Items - English Simplified Test Directions Separate Setting Speech-to-Text:ON <u>ELA-PT</u> Text-To-Speech (Test Content):ELA PT Stimuli Non-Embedded Designated Supports:Read Aloud Passages /Stimuli+Items English Simplified Test Directions Separate Setting Speech-to-Text:ON <u>Mathematics</u> Non-Embedded Designated Supports:Read Aloud Stimuli+Items - English Simplified Test Directions Separate Setting Speech-to-Text:ON <u>Science</u> Non-Embedded Designated Supports:Read Aloud Stimuli+Items - English Simplified Test Directions Separate Setting Speech-to-Text:ON