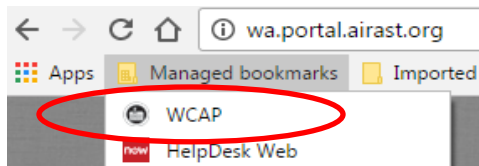


How to print Test Tickets (ELPA21 Screener, SBA, WCAS)

1. Using Chrome Browser go to wa.portal.airast.org or select WCAP in “Managed Bookmarks” bar



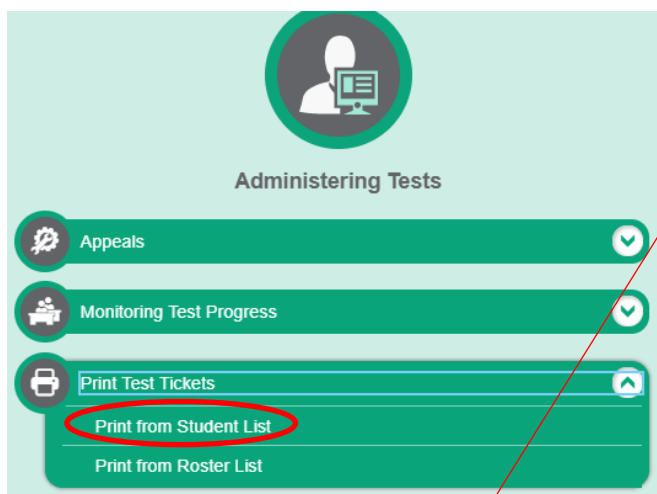
2. Select “Test Coordinators”



3. Select “TIDE”



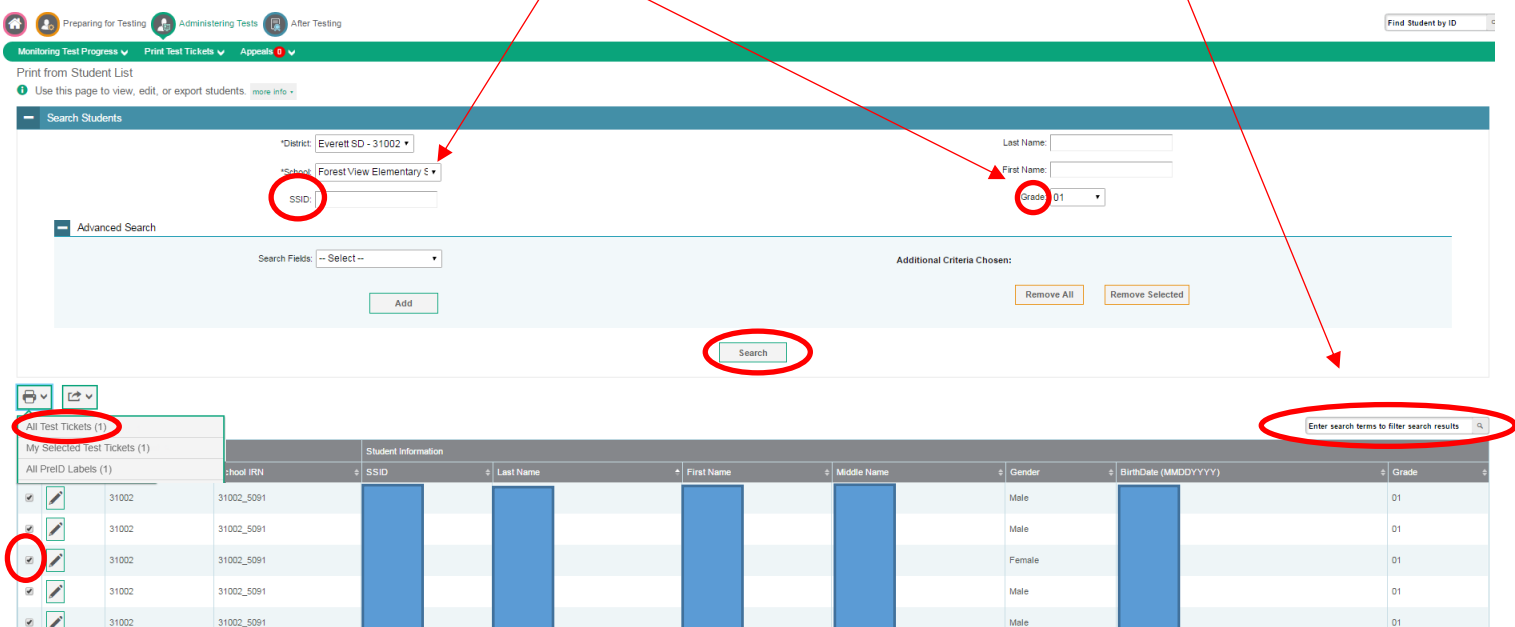
4. From Administering Tests, Print Test Tickets, select “Print from Student List”



5. 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.

6. 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.)

7. Under the printer icon drop down menu, select All Test Tickets



	School ID#	SSID	Last Name	First Name	Middle Name	Gender	BirthDate (MMDDYYYY)	Grade
<input checked="" type="checkbox"/>	31002	31002_5091				Male		01
<input checked="" type="checkbox"/>	31002	31002_5091				Male		01
<input checked="" type="checkbox"/>	31002	31002_5091				Female		01
<input checked="" type="checkbox"/>	31002	31002_5091				Male		01
<input checked="" type="checkbox"/>	31002	31002_5091				Male		01

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8. 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)

