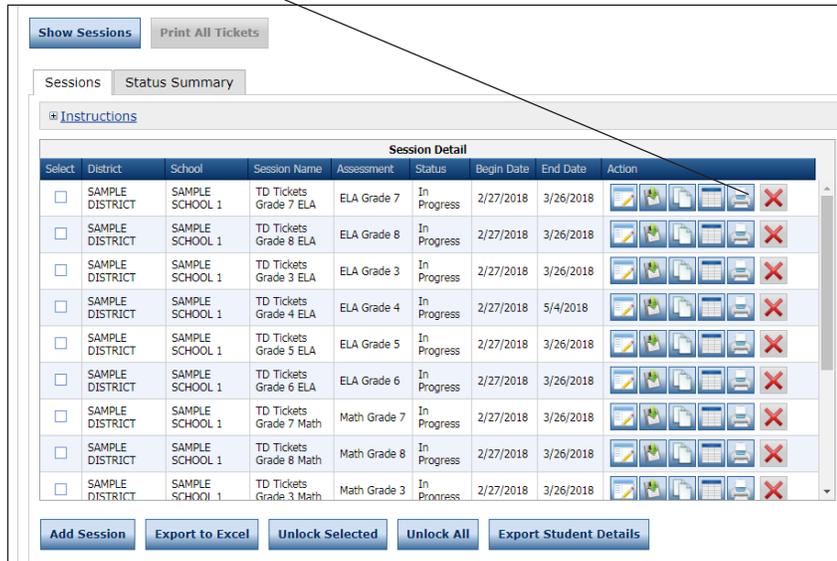


Test Management Menu

Printing Test Tickets and Rosters

You can print test tickets for the students in an online test session. You can print all of the tickets for all of the students in a session, or you can select specific students and print their tickets. You must have a student test ticket for each section of the test, for example: one ticket for ELA and one ticket for Math.

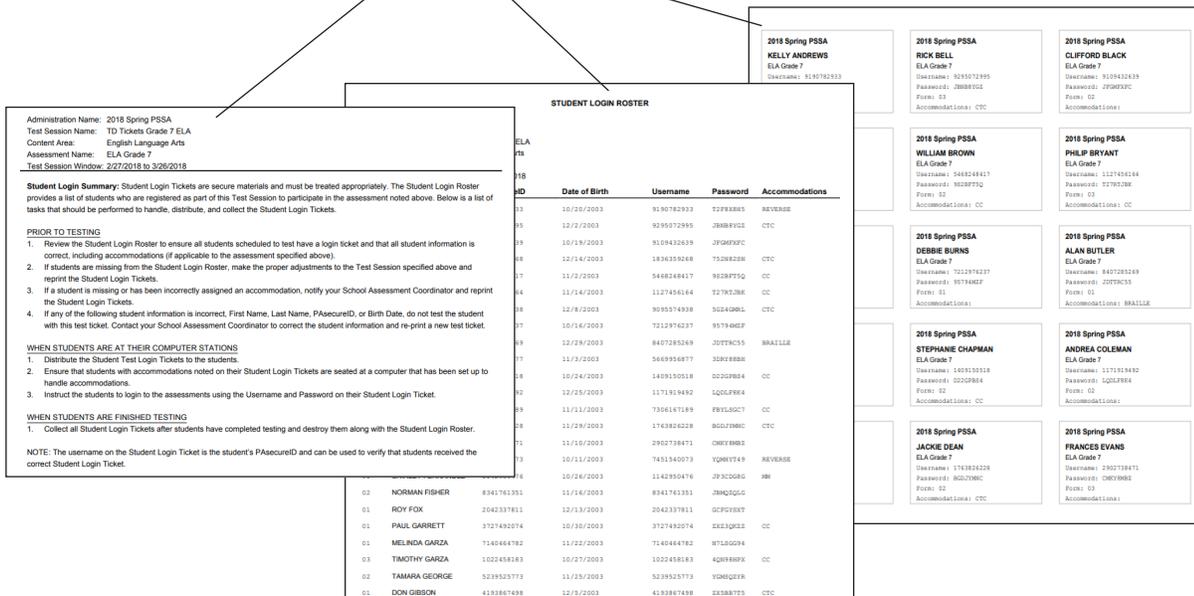
1. To print all of the test tickets for the students in a test session, click the **Print All Tickets** icon () in the Action column of the Sessions Detail window for the test session for which you want to print tickets.



The screenshot shows the 'Sessions Detail' window with a table of sessions. The 'Print All Tickets' icon is highlighted in the Action column for the first session.

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL 1	TD Tickets Grade 7 ELA	ELA Grade 7	In Progress	2/27/2018	3/26/2018	     
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL 1	TD Tickets Grade 8 ELA	ELA Grade 8	In Progress	2/27/2018	3/26/2018	     
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL 1	TD Tickets Grade 3 ELA	ELA Grade 3	In Progress	2/27/2018	3/26/2018	     
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL 1	TD Tickets Grade 4 ELA	ELA Grade 4	In Progress	2/27/2018	5/4/2018	     
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL 1	TD Tickets Grade 5 ELA	ELA Grade 5	In Progress	2/27/2018	3/26/2018	     
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL 1	TD Tickets Grade 6 ELA	ELA Grade 6	In Progress	2/27/2018	3/26/2018	     
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL 1	TD Tickets Grade 7 Math	Math Grade 7	In Progress	2/27/2018	3/26/2018	     
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL 1	TD Tickets Grade 8 Math	Math Grade 8	In Progress	2/27/2018	3/26/2018	     
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL 1	TD Tickets Grade 3 Math	Math Grade 3	In Progress	2/27/2018	3/26/2018	     

2. A PDF version of the testing instructions, test roster, and test login tickets displays. You can view, print, and save the information for all of the students in the session.



The screenshot shows the 'STUDENT LOGIN ROSTER' and 'STUDENT LOGIN TICKETS' PDF output. The roster includes student information such as ID, Date of Birth, Username, Password, and Accommodations. The tickets are individual PDFs for each student, containing their name, session information, and login credentials.

STUDENT LOGIN ROSTER

ID	Date of Birth	Username	Password	Accommodations
03	10/20/2003	9190782993	22F98885	REVEALER
05	12/2/2003	9295072995	28B89522	CTC
09	10/19/2003	9109432939	JF09F92C	
06	12/14/2003	1836359248	75289238	CTC
07	11/2/2003	5448248417	8628F750	CC
04	11/14/2003	1127436144	22783286	CC
08	12/8/2003	9095974938	50240805	CTC
07	10/14/2003	7212976237	9579482F	
09	12/28/2003	8407285249	J079C355	BRATTLE
07	11/3/2003	5669956877	32878888	
08	10/24/2003	1409350518	02202804	CC
02	10/25/2003	1171919492	105L9804	
09	11/11/2003	7306167189	F8V16027	CC
08	11/28/2003	1763826228	800J7980C	CTC
01	11/10/2003	2902738471	08Y9808E	
03	10/11/2003	7431340073	V08Y8749	REVEALER
04	10/24/2003	1423050476	29302800	HW
02	11/14/2003	8341763351	28M02050	
01	12/13/2003	2042337811	0C7P1087	
01	10/30/2003	9727492074	83E192E2	CC
01	11/22/2003	7140444782	87L50594	
03	10/27/2003	1022458183	4289889X	CC
02	11/25/2003	5239523773	V08H9219	
01	12/9/2003	4193867496	34S8AT55	CTC

STUDENT LOGIN TICKETS

2018 Spring PSSA
KELLY ANDREWS
ELA Grade 7
Username: 9130782933
Password: 9130782933
Form: 02
Accommodations: CTC

2018 Spring PSSA
RICK BELL
ELA Grade 7
Username: 9295072995
Password: 28B89522
Form: 02
Accommodations: CTC

2018 Spring PSSA
CLIFFORD BLACK
ELA Grade 7
Username: 5109432939
Password: JF09F92C
Form: 02
Accommodations: 10881

2018 Spring PSSA
WILLIAM BROWN
ELA Grade 7
Username: 548248417
Password: 8628F750
Form: 02
Accommodations: CC

2018 Spring PSSA
PHILIP BRYANT
ELA Grade 7
Username: 1127436144
Password: 22783286
Form: 02
Accommodations: CC

2018 Spring PSSA
DEBBIE BURNS
ELA Grade 7
Username: 7212976237
Password: 9579482F
Form: 01
Accommodations:

2018 Spring PSSA
ALAN BUTLER
ELA Grade 7
Username: 8407285249
Password: J079C355
Form: 01
Accommodations: BRATTLE

2018 Spring PSSA
STEPHANIE CHAPMAN
ELA Grade 7
Username: 1409350518
Password: 02202804
Form: 02
Accommodations: CC

2018 Spring PSSA
ANDREA COLEMAN
ELA Grade 7
Username: 1171919492
Password: 105L9804
Form: 02
Accommodations:

2018 Spring PSSA
JACKIE DEAN
ELA Grade 7
Username: 1763826228
Password: 800J7980C
Form: 02
Accommodations: CTC

2018 Spring PSSA
FRANCES EVANS
ELA Grade 7
Username: 2902738471
Password: 08Y9808E
Form: 03
Accommodations:

Printing Test Tickets and Rosters (cont.)

- To print selected test tickets, click the **Edit/Print Ticket Status** icon () in the Action column for the test session you want to use.

[Show Sessions](#) [Print All Tickets](#)

Sessions [Status Summary](#)

[Instructions](#)

Session Detail								
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL 1	TD Tickets Grade 7 ELA	ELA Grade 7	In Progress	2/27/2018	3/26/2018	    
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL 1	TD Tickets Grade 8 ELA	ELA Grade 8	In Progress	2/27/2018	3/26/2018	    

- When the Testing Status window displays, you can filter the student display by Last Name, Status, or Status by Module. To filter, enter your search criteria or select from the drop-down menus and click **Filter** to display the results (or **Clear** to clear your selections).

Testing Status

[Instructions](#)

Last Name: Status: Status By Module:

(All)

Select	Last Name	First Name	User Name	Password	Status	Started	Completed	Action
<input type="checkbox"/>	ANDREWS	KELLY	9190782933	T2FX8H5	Not Started			    
<input checked="" type="checkbox"/>	BELL	RICK	9095072995	J8N8RYGZ	Not Started			    
<input checked="" type="checkbox"/>	BLACK	CLIFFORD	9109432639	JFGMPXFC	Not Started			    
<input type="checkbox"/>	BOWMAN	ROBERT	1836359268	752N8ZSN	Not Started			    
<input type="checkbox"/>	BROWN	WILLIAM	5468248417	952BFTSQ	Not Started			    
<input checked="" type="checkbox"/>	BRYANT	PHILIP	1127456154	T27RTJ8K	Not Started			    
<input checked="" type="checkbox"/>	BURNS	DALE	9095574938	5GZ4QMLL	Not Started			    
<input checked="" type="checkbox"/>	BURNS	DEBBIE	7212976237	95794MZF	Not Started			    

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- Select one or more students by clicking the checkbox next to their name in the **Select** column.

- Click **Print Selected**. A PDF version of the testing instructions, test roster, and test login tickets displays. You can view, print, and save the information for the selected students in the session.

Administration Name: 2018 Spring PSSA
 Test Session Name: TD Tickets Grade 7 ELA
 Content Area: English Language Arts
 Assessment Name: ELA Grade 7
 Test Session Window: 2/27/2018 to 3/26/2018

Student Login Summary: Student Login Tickets are secure materials and must be treated appropriately. The Student Login Roster provides a list of students who are registered as part of this Test Session to participate in the assessment noted above. Below is a list of tasks that should be performed to handle, distribute, and collect the Student Login Tickets.

PRIOR TO TESTING

- Review the Student Login Roster to ensure all students scheduled to test have a login ticket and that all student information is correct, including accommodations (if applicable to the assessment specified above).
- If students are missing from the Student Login Roster, make the proper adjustments to the Test Session specified above and reprint the Student Login Tickets.
- If a student is missing or has been incorrectly assigned an accommodation, notify your School Assessment Coordinator and reprint the Student Login Tickets.
- If any of the following student information is incorrect, First Name, Last Name, PAsscoreID, or Birth Date, do not test the student with this test ticket. Contact your School Assessment Coordinator to correct the student information and re-print a new test ticket.

WHEN STUDENTS ARE AT THEIR COMPUTER STATIONS

- Distribute the Student Login Tickets to the students.
- Ensure that students with accommodations noted on their Student Login Tickets are seated at a computer that has been set up to handle accommodations.
- Instruct the students to login to the assessments using the Username and Password on their Student Login Ticket.

WHEN STUDENTS ARE FINISHED TESTING

- Collect all Student Login Tickets after students have completed testing and destroy them along with the Student Login Roster.

NOTE: The username on the Student Login Ticket is the student's PAsscoreID and can be used to verify that students received the correct Student Login Ticket.

2018 Spring PSSA

STUDENT LOGIN ROSTER

Form	Student Name	PAsscoreID	Date of Birth	Username	Password	Accommodations
02	KELLY ANDREWS	9190782933	10/20/2003	9190782933	T2FX8H5	REVERSE
03	RICK BELL	9095072995	12/2/2003	9095072995	J8N8RYGZ	CTC
03	CLIFFORD BLACK	9109432639	10/19/2003	9109432639	JFGMPXFC	CTC
01	ROBERT BOWMAN	1836359268	12/14/2003	1836359268	752N8ZSN	CTC
02	WILLIAM BROWN	5468248417	11/2/2003	5468248417	952BFTSQ	CTC
02	PHILIP BRYANT	1127456154	08/28/2003	1127456154	T27RTJ8K	CTC
02	DALE BURNS	9095574938	05/24/2004	9095574938	5GZ4QMLL	CTC
02	DEBBIE BURNS	7212976237	05/29/2004	7212976237	95794MZF	CTC
02	ALAN BUTLER	8407288349	04/27/2004	8407288349	T27RTJ8K	CTC
02	FRANCIS EVANS	2902738471	08/27/2003	2902738471	J8N8RYGZ	CTC
02	ANDREA COLEMAN	1171919492	05/05/2004	1171919492	T27RTJ8K	CTC
02	FRANCIS EVANS	2902738471	08/27/2003	2902738471	J8N8RYGZ	CTC
02	ANDREA COLEMAN	1171919492	05/05/2004	1171919492	T27RTJ8K	CTC