

QUICK GUIDE

How to Print Test Tickets

ClearSight

How to Print Test Tickets

What Are Test Tickets and How Are They Useful?

Test tickets are pdfs that contain the information students need to log into a test session. They can also help a test administrator enable multiple students to log in at the same time instead of becoming the bottleneck to answer student queries.

What Information Is Contained on a Test Ticket?

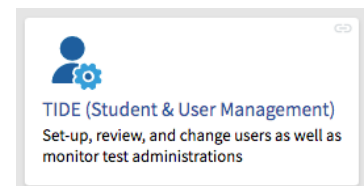
The tickets contain students' system-registered first and last names and their SSIDs (student ID). These tickets contain some additional information that the student will not need for logging in (grade, gender, date of birth, name of school, and name of school district).

How Big Are the Test Tickets and How Many Print on a Single Sheet?

The layout of the test tickets is configurable by the user. Please see step 5.g below about selecting the size of the test ticket.

How Does a User Create Test Tickets?

1. From the Actions page on the *ClearSight* Portal, select TIDE.



2. Enter your email address and password at the login screen.

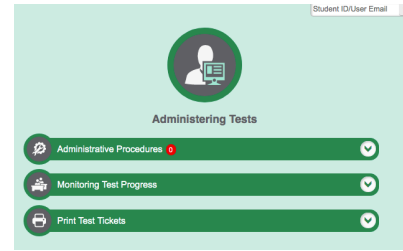
Login

A screenshot of a login form. It has a header with a person icon and the email 'MUdvare.contractor@voyagersopris.com'. Below that is a password field with a lock icon and a red link for 'Forgot Your Password?'. At the bottom is a dark blue button labeled 'Secure Login'.

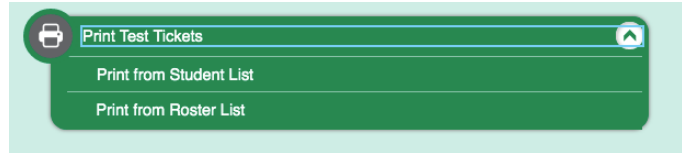
3. If prompted, complete the drop-down menus to correlate to your district, school, and user role. Then, select Submit.

A screenshot of an 'Administration Details' form. It asks the user to 'Select the Test Administration, User Role, District, and School (as applicable):'. The form contains four dropdown menus: 'Test Administration' (set to 'ClearSight'), 'User Role' (set to 'District Test Coordinator (1)'), '*State' (set to 'AI - AI AST'), and '*District' (set to 'AI_9990 - ClearSight Mod'). A green 'Submit' button is at the bottom.

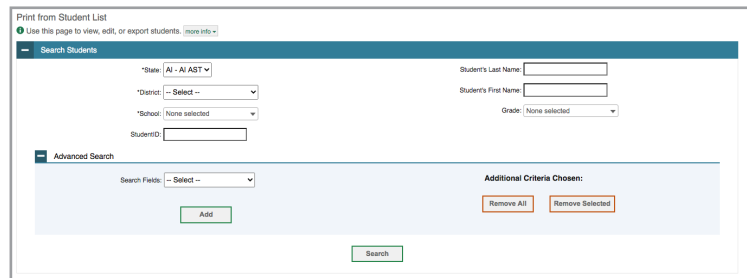
4. On the right side, under Administering Tests, select Print Test Tickets.



5. You will see the options to Print from Student List or to Print from Roster List. The difference lies with how you plan to retrieve the students to print. Select Student List if you want to retrieve the students by school, grade level, name, or ID. Select Roster List if you want to select students attached to a certain roster name. First, we'll look at the steps for printing by student list.

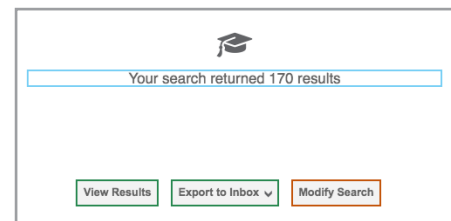


- a. Select Print from Student List, then use the drop-down menus and open entry fields to customize your search for the students for whom you would like to generate test tickets.



Select the Search button when you are ready to retrieve your Results.

- b. The search returns a list of students and you can View Results, Export to Inbox, or Modify Search. View Results will provide a table view of the students that meet your search criteria. Export to Inbox will provide the results to your system Inbox, where they are stored for 29 days. Modify Search allows you to change the details of the search you submitted.



c. Here we will View Results. Notice the tabular organization of the results and the options available. For printing test tickets, we are most interested in selecting which students to print and the format of the printed tickets.

Number of students found: 170
Enter search terms to filter search results

	Edit	School Information			Student Information								
		State	District	School	StudentID	Student's Last Name	Student's First Name	Student's Middle Name	Gender	BirthDate (MMDDYYYY)	Grade	Native Hawaiian or Other Pacific Islander	Asian
<input type="checkbox"/>		AI	AI_9990	AI_9990_1002	AI-9990-9999993121	Student3121	Student3121	K	Female	03052009	06		Yes
<input type="checkbox"/>		AI	AI_9990	AI_9990_1002	AI-9990-9999993122	Student3122	Student3122	W	Female	04052009	06		
<input type="checkbox"/>		AI	AI_9990	AI_9990_1002	AI-9990-9999993123	Student3123	Student3123	S	Female	05052009	06		
<input type="checkbox"/>		AI	AI_9990	AI_9990_1002	AI-9990-9999993124	Student3124	Student3124	D	Male	05062008	06		
<input type="checkbox"/>		AI	AI_9990	AI_9990_1002	AI-9990-9999993125	Student3125	Student3125	A	Male	06052009	06	Yes	

d. You can print details for all students in the returned results, selected students, or students on a page-by-page basis. If you select the top checkbox in the grayed table row, it will

Number of students found: 170
Enter search terms to filter search results

<input checked="" type="checkbox"/>	Edit	School Information			Student Information		
		State	District	School	StudentID	Student's Last Name	Student's First Name
<input checked="" type="checkbox"/>		AI	AI_9990	AI_9990_1002	AI-9990-9999993121	Student3121	Student3121
<input checked="" type="checkbox"/>		AI	AI_9990	AI_9990_1002	AI-9990-9999993122	Student3122	Student3122
<input checked="" type="checkbox"/>		AI	AI_9990	AI_9990_1002	AI-9990-9999993123	Student3123	Student3123
<input checked="" type="checkbox"/>		AI	AI_9990	AI_9990_1002	AI-9990-9999993124	Student3124	Student3124

	Edit	School Information			Student Information	
		State	District	School	StudentID	Student's Last Name
<input type="checkbox"/>		AI	AI_9990	AI_9990_1002	AI-9990-9999993121	Student3121
<input checked="" type="checkbox"/>		AI	AI_9990	AI_9990_1002	AI-9990-9999993122	Student3122
<input type="checkbox"/>		AI	AI_9990	AI_9990_1002	AI-9990-9999993123	Student3123
<input checked="" type="checkbox"/>		AI	AI_9990	AI_9990_1002	AI-9990-9999993124	Student3124
<input checked="" type="checkbox"/>		AI	AI_9990	AI_9990_1002	AI-9990-9999993125	Student3125

select all students on that page. You can select students one by one by checking boxes in the individual rows. The option for all students will preview the print options.

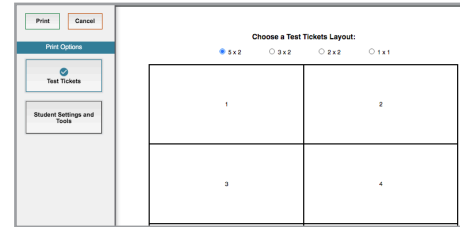
e. Once you have selected students, select the print icon above the table.



f. Choose the print options desired. The All Test Tickets option will print all students in the returned search. The My Selected Test Tickets option will print the students selected individually or on the page.

- All Test Tickets (170)
- My Selected Test Tickets (3)
- All Student Settings and Tools (170)
- My Selected Student Settings and Tools (3)

g. Next, you will configure the size of the tickets and number of tickets per page. Then, select print.

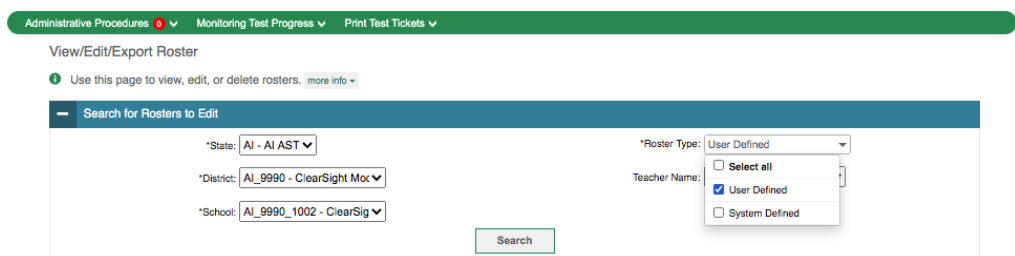


You may notice that there is a Student Settings and Tools option directly below the Test Tickets. If you select this button, you will see any special settings that are configured for the student to use during testing.

FREEMAN, EBONI	AI-9990-9999990977	07	CLEAR SIGHT MIDDLE SCHOOL (AI_9990_1002)	CLEAR SIGHT MODEL DISTRICT (AI_9990)	
GRADE 7_3, GRADE 7_3	AI-9990-9999990932	07	CLEAR SIGHT MIDDLE SCHOOL (AI_9990_1002)	CLEAR SIGHT MODEL DISTRICT (AI_9990)	<p>ELA Color Choices:Reverse Contrast Mouse Pointer:Large Yellow</p> <p>Mathematics Color Choices:Reverse Contrast Mouse Pointer:Large Yellow</p>

For example, in this image, the top student does not have any special test settings. The bottom student has reverse contrast enabled as well as a large mouse.

- To print from a roster, select the drop-down options to complete your request. Notice that the Teacher Name will be needed to return the results.



- You will receive the same options as in searching by student list: View Results, Export to Inbox, or Modify Search.
- Configure the selections by following the same process for selecting checkboxes.
- Follow the same print protocols.