



Generate/Print Student Test Tickets

The purpose of this document is to provide information on how to generate and print test tickets in PearsonAccess^{next}. Students must have a test ticket to log into the TestNav application.

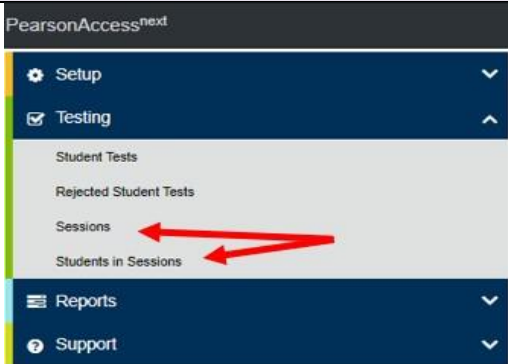
Note: Session(s) must have been created with students placed in the session(s). The session does not have to be prepared to generate test tickets.

Test tickets can be printed in each individual session, one session at a time or as a batch with multiple sessions selected.

Generate/Print Test Tickets by Session

Before students can log into TestNav, Test Coordinators or Technology Coordinators will need to log in to PearsonAccess^{next} and print the student test tickets.

Tickets can be printed one session at a time on the Students in Session screen.

| Step | Directions |
|---|--|
| In PearsonAccess ^{next} , click the Testing button and choose either Sessions or Students in Sessions from the drop down. |  |

On the Session screen, select all Sessions for which you wish to print tickets.

Next, click on the link for “Go to Students in Sessions”

Sessions [Go to Students in Sessions](#)

Tasks 0 Selected

Select Tasks

Find Sessions

Name starts with

Filters

Session Status

Organization

Test

Form Group Type

10 Results

- ☐ Session
- ☒ ELA 04 SESSION
- ☐ GARDE 4 MATH ACCOM CHECK
- ☐ GRADE 3 ACCOM TEST
- ☒ GRADE 3 MATH
- ☐ GRADE 4 ELA ACCOM CHECK
- ☒ MATH 04 SESSION

Sessions can also be added directly on the Students in Sessions screen by using the **Add a Session** button.

Students in Sessions [Go to Sessions](#)

Tasks 0 Selected

Select Tasks

Session List

ELA03 Main

1 items of 1

- ☒ ELA03 MAIN

No more sessions to load

Find Students [In the selected session\(s\) above](#)

Filters

Organization

State Student Identifier

Starts with

Once sessions are selected, highlight one session at a time. Test tickets printed from the Students in Session screen cannot be printed in Combined View.

Session List

- ☒ Combined View
- ☒ ELA 04 SESSION
- ☐ GRADE 3 MATH
- ☐ MATH 04 SESSION

3 Sessions | [Clear](#)

ELA 04 SESSION

Stopped

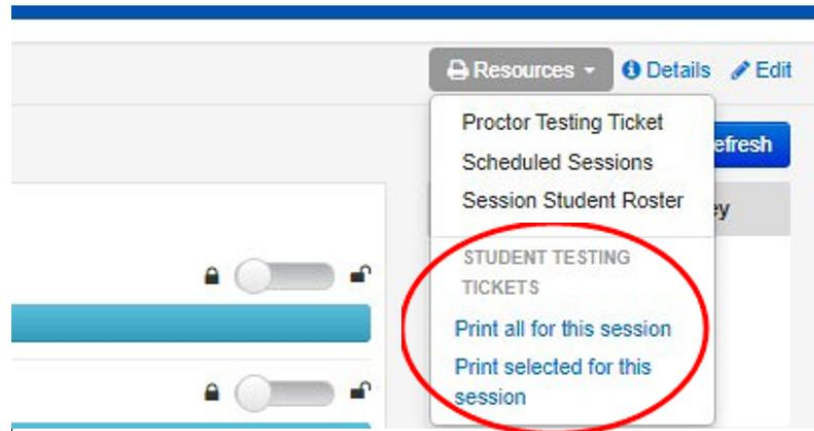
ELA 04 SESSION (1 Student Test)

Gr4ELA - Unit 1

Gr4ELA - Unit 2

Student Testing Tickets are found under the **Resources** drop-down on the right of the session screen.

Tickets can be printed for all students in the session by selecting “Print all for this session”. Tickets can also be printed for one or multiple students at a time by selecting the desired students listed at the bottom of the screen and selecting “Print selected for this session”.

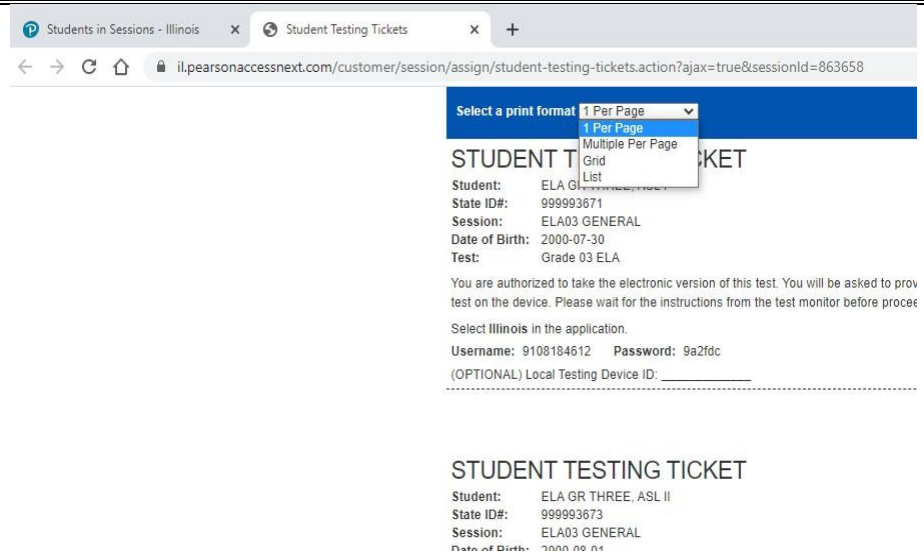


Tickets will display in an additional tab in the browser.

Tickets can be printed in multiple formats:

- 1 Per page - one ticket on each page
- Multiple Per Page or Grid - prints 6 tickets per page, two columns of tickets
- List - prints 4 tickets per page, each ticket runs across the width of the page.

Select print option from the drop-down.



Right-click on the screen and select print.

Select print settings (i.e. print destination) from the pop-up screen and hit print.

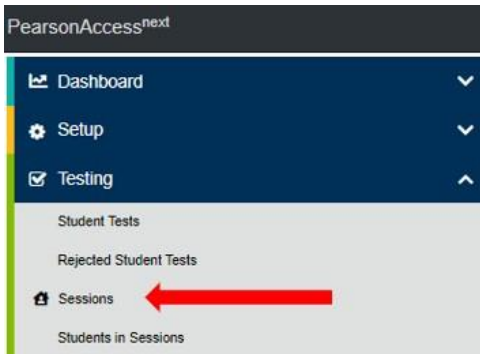
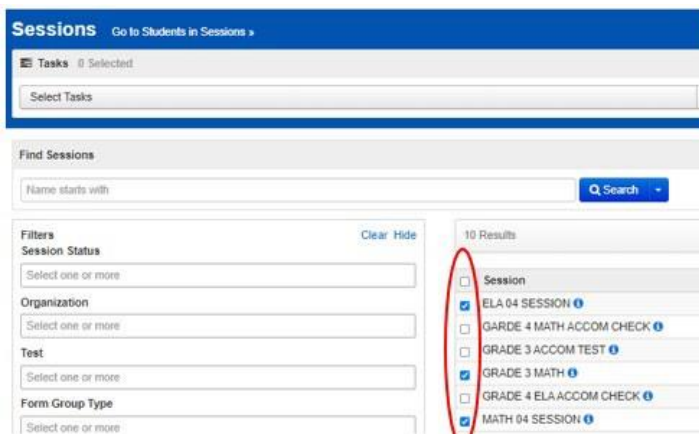
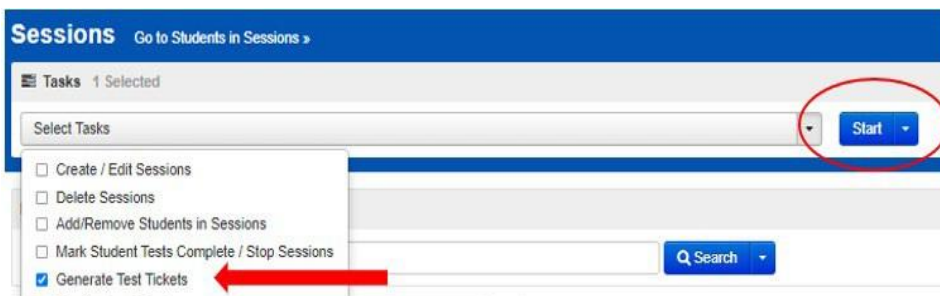
Select print settings (i.e. print destination) from the pop-up screen and hit print.

[illegible]

Generate/Print Test Tickets for All Sessions

Before students can log into TestNav, Test Coordinators or Technology Coordinators will need to log in to PearsonAccess^{next} and print the student test tickets.

Tickets can be printed for all sessions at one time on the Session screen.

| Step | Directions |
|--|--|
| In PearsonAccess ^{next} , click the Testing button and choose Sessions from the drop down. |  |
| On the Session screen, select all Sessions for which you wish to print tickets. |  |
| Under the Select Tasks dropdown, check "Generate Test Tickets" and click on the blue Start button. |  |

On the Generate Test Tickets tab, make sure the desired sessions are checked.

Note: the number of students is limited to 4000 or fewer students.

On the right of the screen click the “Generate Test Tickets” button

Choose your ticket type from the dropdown (1 per page, Grid or List).

The PDF of tickets will show at the bottom of the screen.

Click to open PDF in a new tab.

Tickets will print for all sessions selected with a Session break page between each session.

Tickets can then be printed using the print icon or by right-clicking and choosing print.

