

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.

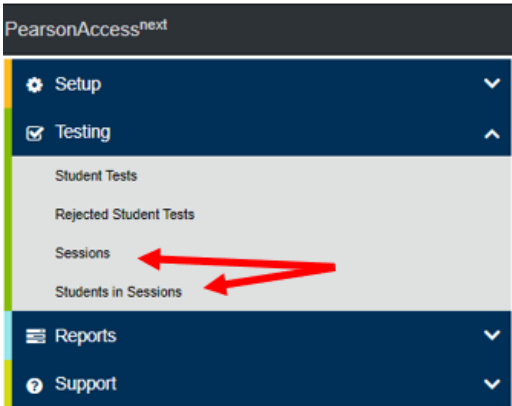
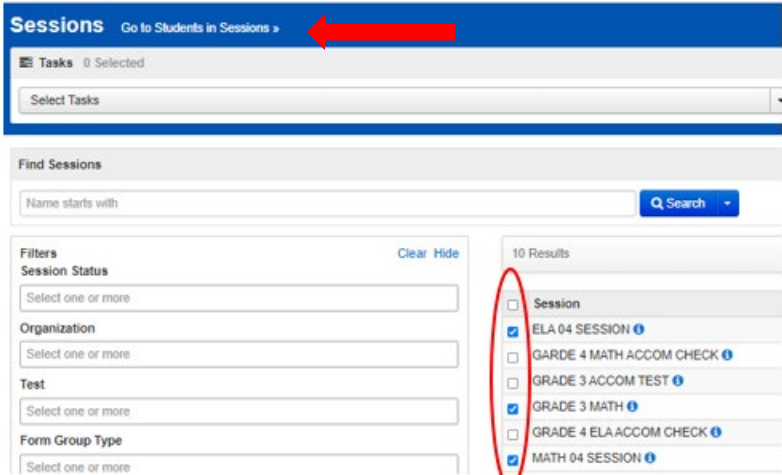
Note: Session(s) must have been created with students placed in the session(s). The session does not have to be prepared to generate test tickets.

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

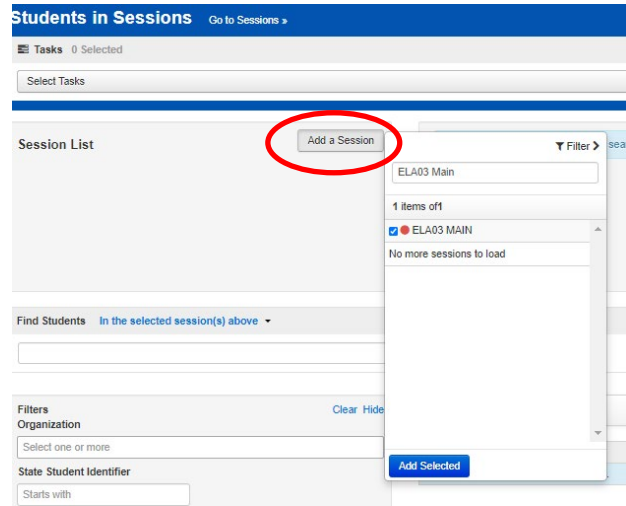
Generate/Print Test Tickets by Session

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.

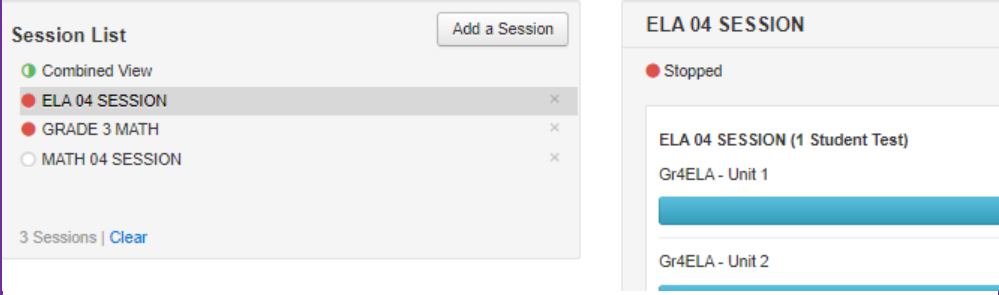
Tickets can be printed one session at a time on the Students in Session screen.

Step	Directions
<p>In PearsonAccess^{next}, click the Testing button and choose either Sessions or Students in Sessions from the drop down.</p>	
<p>On the Session screen, select all Sessions for which you wish to print tickets.</p> <p>Next, click on the link for “Go to Students in Sessions”</p>	

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

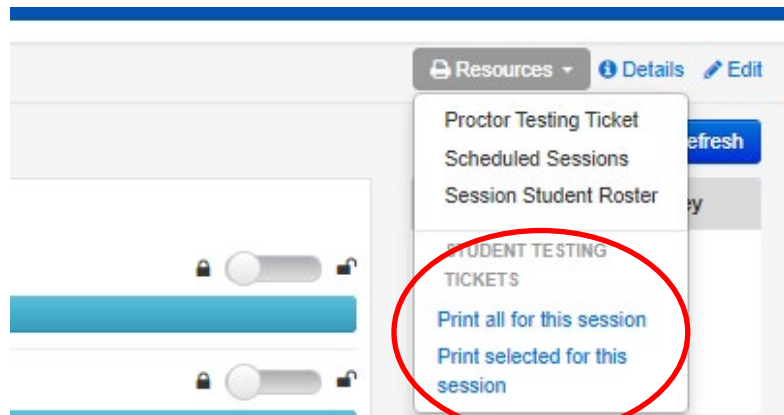


Once sessions are selected, highlight one session at a time. Test tickets printed from the Students in Session screen cannot be printed in Combined View.



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".

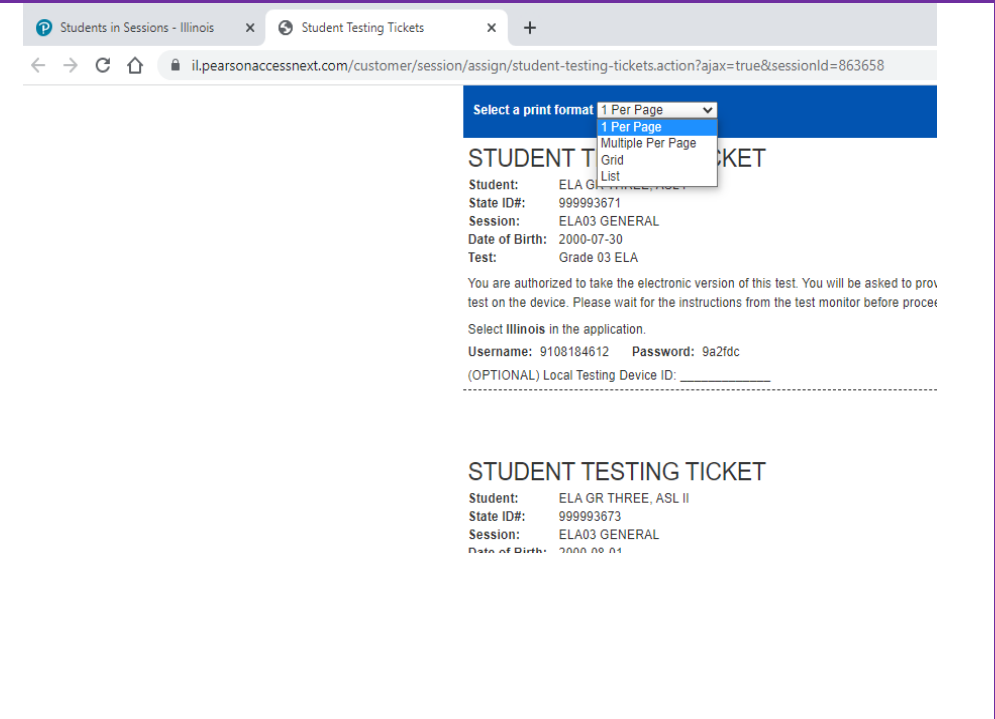


Tickets will display in an additional tab in the browser.

Tickets can be printed in multiple formats:

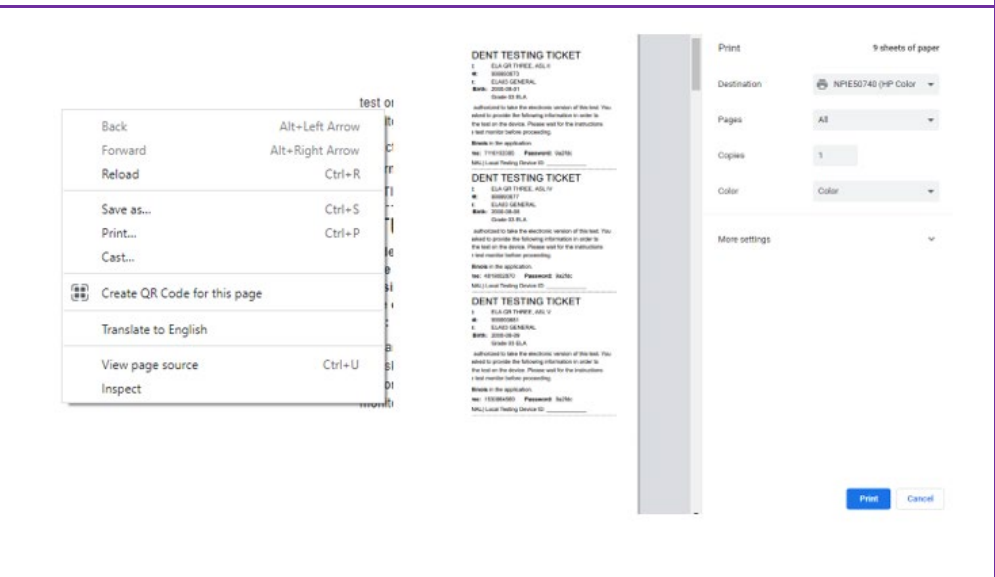
- 1 Per page - one ticket on each page
- Multiple Per Page or Grid - prints 6 tickets per page, two columns of tickets
- List - prints 4 tickets per page, each ticket runs across the width of the page.

Select print option from the drop-down.



Right-click on the screen and select print.

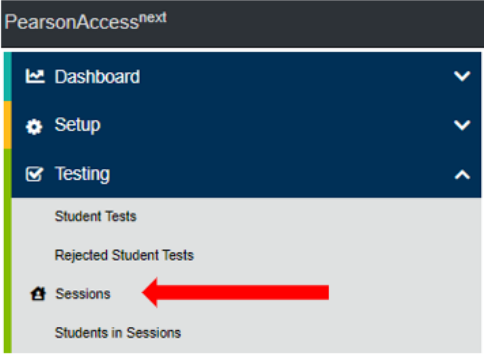
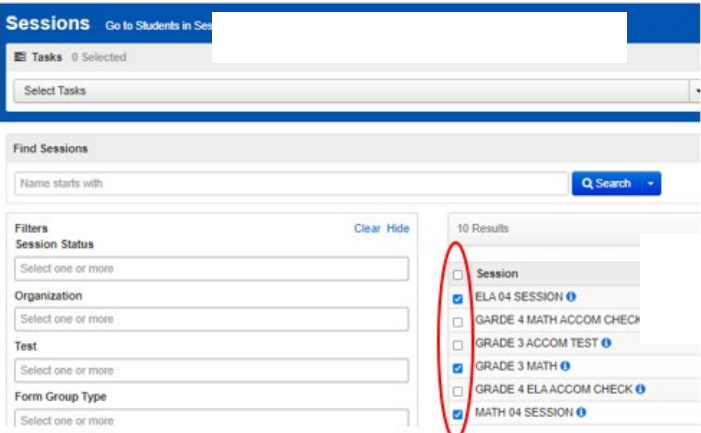
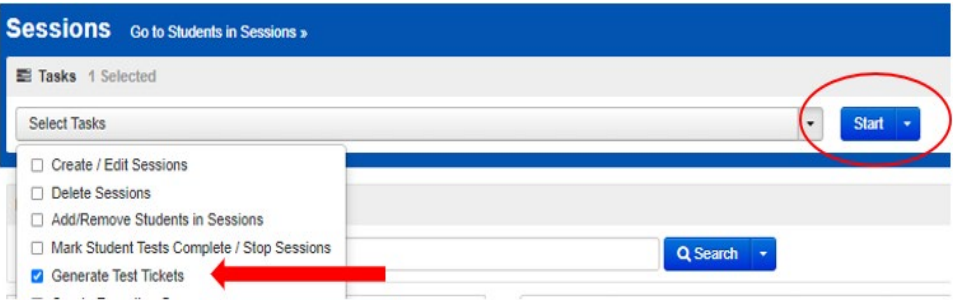
Select print settings (i.e. print destination) from the pop-up screen and hit print.



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
<p>In PearsonAccess^{next}, click the Testing button and choose Sessions from the drop down.</p>	 <p>The screenshot shows the PearsonAccess^{next} navigation menu. The 'Testing' option is selected, and the 'Sessions' option is highlighted with a red arrow pointing to it.</p>
<p>On the Session screen, select all Sessions for which you wish to print tickets.</p>	 <p>The screenshot shows the 'Sessions' screen. The 'Select Tasks' dropdown is set to 'Select Tasks'. The 'Find Sessions' section has a search box. The 'Filters' section includes Session Status, Organization, Test, and Form Group Type. The '10 Results' list shows several sessions, with 'ELA 04 SESSION', 'GRADE 3 MATH', 'GRADE 4 ELA ACCOM CHECK', and 'MATH 04 SESSION' selected (checked).</p>
<p>Under the Select Tasks dropdown, check "Generate Test Tickets" and click on the blue Start button.</p>	 <p>The screenshot shows the 'Sessions' screen with the 'Start' button highlighted by a red circle. The 'Select Tasks' dropdown is open, and the 'Generate Test Tickets' option is selected (checked) with a red arrow pointing to it.</p>

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).

Session Name	Test
● ELA03 CLOSEDCAP ⓘ	Grade 03 ELA
● ELA03 MAIN ⓘ	Grade 03 ELA
● ELA03 READALOUD ⓘ	Grade 03 ELA

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.

Session:
ELA03 MAIN

STUDENT TESTING TICKET
 Student: ELA GR THREE, MAIN LXVI
 Student ID: 99993792
 Session: ELA03 MAIN
 Date of Birth: 2000-10-29
 Test: Grade 03 ELA
 You are authorized to take the electronic version of this test. You will be asked to provide the following information in order to access the test on the device. Please wait for the instructions from the test monitor before proceeding.
 Select **Items** in the application.
 Username: 753405452 Password: c74296
 (OPTIONAL) Local Testing Device ID: _____

STUDENT TESTING TICKET
 Student: ELA GR THREE, MAIN LXXV
 Student ID: 99993790
 Session: ELA03 MAIN
 Date of Birth: 2000-11-16
 Test: Grade 03 ELA
 You are authorized to take the electronic version of this test. You will be asked to provide the following information in order to access the test on the device. Please wait for the instructions from the test monitor before proceeding.
 Select **Items** in the application.
 Username: 4119927384 Password: c74296
 (OPTIONAL) Local Testing Device ID: _____

STUDENT TESTING TICKET
 Student: ELA GR THREE, MAIN XX
 Student ID: 99993638
 Session: ELA03 MAIN
 Date of Birth: 2001-01-13
 Test: Grade 03 ELA
 You are authorized to take the electronic version of this test. You will be asked to provide the following information in order to access the test on the device. Please wait for the instructions from the test monitor before proceeding.
 Select **Items** in the application.
 Username: 3072250119 Password: c74296
 (OPTIONAL) Local Testing Device ID: _____

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

