

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.

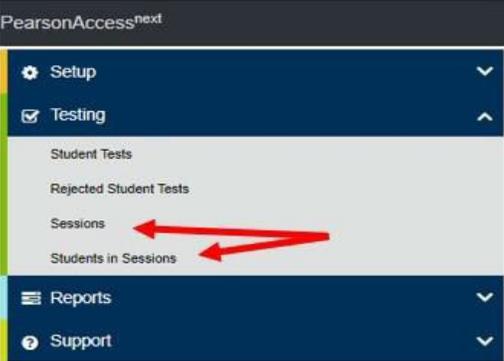
Note: Session(s) must have been created with students placed in the session(s). The session does not have to be prepared to generate test tickets.

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.	 A screenshot of the PearsonAccess ^{next} application's main navigation menu. The menu is dark blue with white text. At the top, it says 'PearsonAccess ^{next} '. Below that are several menu items: 'Setup' with a gear icon and a downward arrow, 'Testing' with a checkmark icon and an upward arrow, 'Student Tests', 'Rejected Student Tests', 'Sessions', and 'Students in Sessions'. Below these are 'Reports' with a list icon and a downward arrow, and 'Support' with an information icon and a downward arrow. Two red arrows originate from the right side of the 'Sessions' and 'Students in Sessions' items and point towards the left, indicating the selection path.

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”

The screenshot shows the 'Sessions' interface. At the top, there is a blue header with the text 'Sessions' and a link 'Go to Students in Sessions »' which is highlighted with a red arrow. Below the header, there is a 'Tasks' section with '0 Selected' and a 'Select Tasks' dropdown menu. A 'Start' button is also visible. The main area is titled 'Find Sessions' and includes a search bar with the placeholder 'Name starts with' and a 'Search' button. Below this, there are filter sections for 'Session Status' and 'Organization', each with a 'Select one or more' dropdown. To the right, a summary shows '2 Results'. A table lists the results:

<input type="checkbox"/>	Session	Session Status
<input checked="" type="checkbox"/>	GRADE 5 SCIENCE ⓘ	<input type="radio"/> Not Prepared ⓘ
<input checked="" type="checkbox"/>	GRADE 8 SCIENCE ⓘ	<input type="radio"/> Not Prepared ⓘ

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

The screenshot shows the 'Session List' interface. A button labeled 'Add a Session' is circled in red. Below the button, there is a search bar containing the text 'grade 8 Science'. Below the search bar, it says '1 items of 1'. A table shows the results:

<input checked="" type="checkbox"/>	<input type="radio"/> GRADE 8 SCIENCE
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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 Add a Session

Combined View

GRADE 5 SCIENCE x

GRADE 8 SCIENCE x

2 Sessions | [Clear](#)

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”.

Resources Details Edit

- Proctor Testing Ticket
- Scheduled Sessions
- Session Student Roster
- STUDENT TESTING TICKETS
- Print all for this session
- 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.

Students in Sessions - Illinois x Student Testing Tickets x +

il.pearsonaccessnext.com/customer/session/assign/student-testing-tickets.action?ajax=true&sessionId=863658

Select a print format 1 Per Page

1 Per Page
Multiple Per Page
Grid
List

STUDENT TESTING TICKET

Student: ELA GR THREE, ASL II
State ID#: 999993673
Session: ELA03 GENERAL
Date of Birth: 2000-07-30
Test: Grade 03 ELA

You are authorized to take the electronic version of this test. You will be asked to provide a photo on the device. Please wait for the instructions from the test monitor before proceeding.

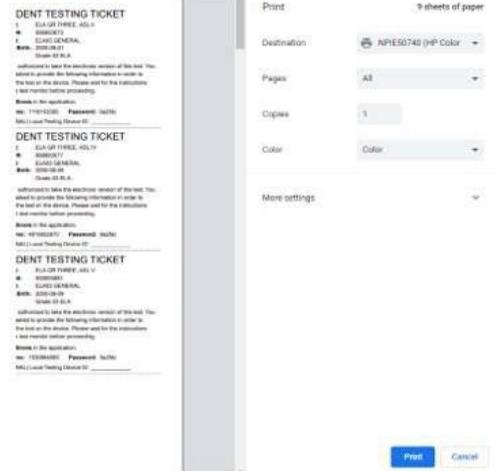
Select Illinois in the application.
Username: 9108184612 Password: 9a2fdc
(OPTIONAL) Local Testing Device ID: _____

STUDENT TESTING TICKET

Student: ELA GR THREE, ASL II
State ID#: 999993673
Session: ELA03 GENERAL
Date of Birth: 2000-07-30

Right-click on the screen and select print.

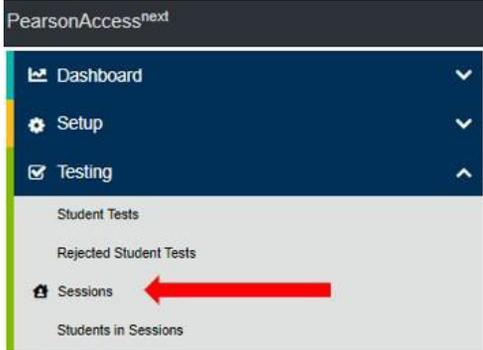
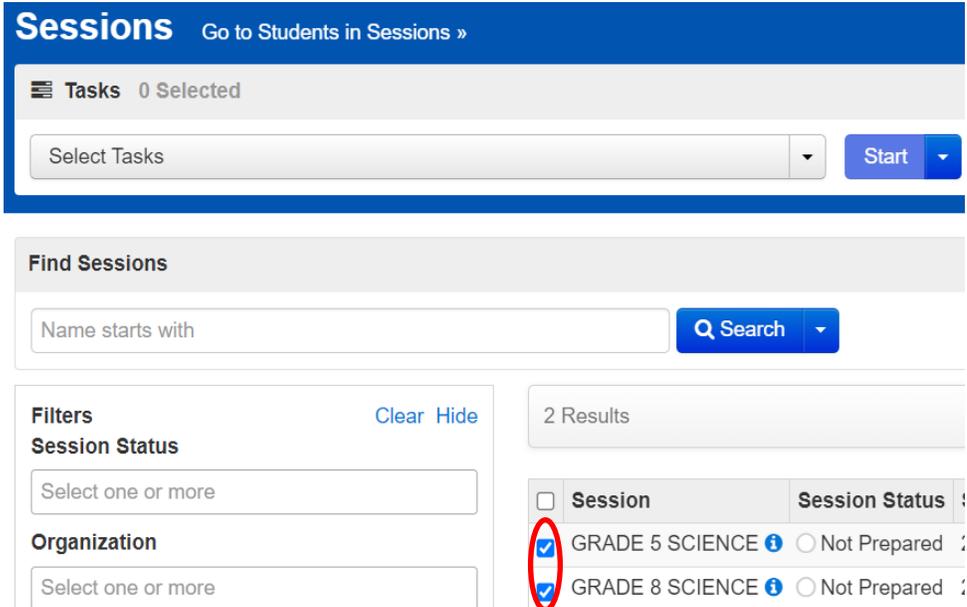
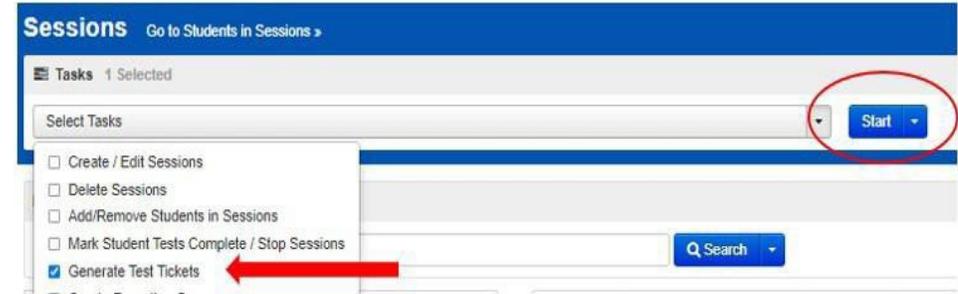
Select print settings (i.e. print destination) from the pop-up screen and hit print.



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' section is expanded, 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 'Tasks' dropdown is set to '0 Selected'. Under the 'Find Sessions' section, there are search filters. In the 'Filters' section, 'Session Status' is set to 'Select one or more' and 'Organization' is set to 'Select one or more'. On the right, a table shows two results: 'GRADE 5 SCIENCE' and 'GRADE 8 SCIENCE'. Both have their checkboxes selected, indicated by red circles around the checkboxes.</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 'Tasks' dropdown menu open. The 'Generate Test Tickets' option is selected, indicated by a red arrow. The 'Start' button is circled in red.</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).

Generate Test Tickets

Current selections include 4 test tickets for 2 sessions.
For performance reasons, this feature is limited to a selection of 4000 or fewer students.

<input checked="" type="checkbox"/>	Session Name	Test	Session Status	# Students	Organization
<input checked="" type="checkbox"/>	GRADE 5 SCIENCE	Grade 05 Science	Not Prepared	2	KJ SAMPLE SCHOOL (ZZZ10000000000-ZZZ100000001001)
<input checked="" type="checkbox"/>	GRADE 8 SCIENCE	Grade 08 Science	Not Prepared	2	KJ SAMPLE SCHOOL (ZZZ10000000000-ZZZ100000001001)

Generate Test Tickets

- 1 Per Page
- Grid
- List

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

Click to open PDF in a new tab.

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testtickets (6).pdf

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

Session:
MAIN

STUDENT TESTING TICKET
 Student: ELA GR THREE, MAIN LK1
 Student ID: 86993762
 Session: ELA03 MAIN
 Date of Birth: 2009-10-28
 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 Windows in the application.
 Username: 753498452 Password: c74296
 (OPTIONAL) Local Testing Device ID: _____

STUDENT TESTING TICKET
 Student: ELA GR THREE, MAIN LK1V
 Student ID: 86993761
 Session: ELA03 MAIN
 Date of Birth: 2009-11-16
 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 Windows in the application.
 Username: 4118607384 Password: c74296
 (OPTIONAL) Local Testing Device ID: _____

STUDENT TESTING TICKET
 Student: ELA GR THREE, MAIN XX
 Student ID: 86993688
 Session: ELA03 MAIN
 Date of Birth: 2001-05-13
 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 Windows in the application.
 Username: 3872295119 Password: c74296
 (OPTIONAL) Local Testing Device ID: _____

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

