### New York State Grades 3-8 Testing How to Print Student Login Tickets — Quick Reference Guide

The purpose of this document is to provide school staff the necessary steps to print Student Login Tickets. An additional feature is the added option to print as a CSV file. A benefit to this option is the ability to sort, divide into smaller groups, and add additional fields before printing.

**Please note**, accommodations must be selected prior to printing log in tickets and do not carry over from the simulation to the operational tests or from one subject test to another. They must be set separately for the simulation and the operational tests and for each subject tested.

#### **Printing Student Login Tickets**

- New York State Grades 3-8 Testing Program

  Powered by Nextera\*\*

  User ID

  Password

  Sign In

  Forgot your password?
  Cuesteration
  Cuesteration
- 1. Login to Nextera Admin.

2. Select **Change** from the global header.



3. Select the appropriate **School** and **Content Area**, and then select **Change**.

ke to work on next?	×
Spring 3-8	•
QAI NEXTERA TEAM (QAI02)	
QAI NEXTERA TEAM (QAIS02)	•
make a selection	
Change Can	cel
	ke to work on next?  Spring 3-8  QAI NEXTERA TEAM (QAI02)  QAI NEXTERA TEAM (QAIS02) make a selection Change Can

4. Select the **TESTS** tab, and then select **Tests** from the drop-down.

New York State Gra	ades 3-8 Testing Program	🤹 Questar.
HOME STUDENTS ~ CLASSES	TESTS - TESTS	
	Important Dates	
Your Profile	Tests hat's New	
Name: Administrator Email: infosec@questarai.com Associated with: QAI NEXTERA TEAM (QAI	US02)	
Phone: (952) 997-0791 Fax: NULL	School Information	

5. Select **View** for the applicable Class.

New York State	e Grades 3	-8 Testing Pro	ogram						Questar
HOME STUDENTS ~ C	LASSES TESTS ~		NT RESPONSES	HELP ~					
Tests									
Testing Status for: Math	Spring 3-8								New Test
Filter By Testing Status: All	•				Search				
					Q. Enter all or part	of a class, teach	er's nan	ne, or grade.	
		Class	Content						
Teacher	11	Class 1	Area 🕸	Test Name	11	Testing	-11	View	Delete
Teacher Sample Teacher1	ļţ	Math	Area I Math	Spring 3-8 Mat	↓† h	In Progress	11	View	Delete
Teacher Sample Teacher1 Sample Teacher2	11	Math MathLanguages	Area IT Math Math	Spring 3-8 Mat	lî h	In Progress In Progress	ţī	View View View	Delete

#### 6. Select Login Tickets.

New Y	'ork Sta	te Grad	es 3-8 1	Testin	g Progra	am			4	🛚 Questar.
HOME	STUDENTS ~	CLASSES T	ESTS - ACC	DUNTS ~	STUDENT RESP	PONSES HELP ~				
Rack to tes	te liet									
O back to tes	its list									
View T	est									
You're Vie	ewing: Sprin	g 3-8 Math								
		District:	Sample District	:					School:	Sample
	1	Testing Window	Spring 3-8 Test						Content Area:	Math
		Teacher:	Sample Teache	r1					Class:	Math
		Test Name:	Spring 3-8 Math	n						
		Testing Dates:	7/24/2020 46 12	191-2621						
Test is in Examiner V Login Ticket	n progress. Stud View	lents may sign in a	and take the test	t using their	User ID's and the	PIN shown below.				×
Session 1 Ac	cess Code 1111		New Access	Code	Submit	Cancel				
Session 2 Ac	cess Code 2222	:	New Access	Code	Submit	Cancel				
Register	ed Studer	nts:	<b>D</b> 1 (1)	<b>6</b>	Form		Total Items	Date/Time	Date/Time	Status
Name	Name	NT5515 ID 1	Password 1	Grade 1	Name	Status	Completed	Started	Completed	Codes
Last	First	0122456790	0123456	03	Math Samola	Session 1: Not Started	0			Set
		0123430709	0120400		mach sample	Session 2: Not Started	0			Set

7. Choose the method in which you would like to print the ticket information: Avery labels 5160, Avery labels 5163, a student roster, a CSV file, or Individual Test Ticket from the drop-down.

What would you like to print?		×
Print student authentication credentials:	Select an Option Select an Option Avery 5160 Avery 5163 Student Roster Download CSV file Individual Test Ticket	Cancel

#### 8. Select OK.



9. Open the file and print.

Note: These steps need to be repeated for each class on the *Tests* page.



10. If you chose to select Individual Test Ticket from the drop-down, the system will generate a PDF file containing login information for one student per page from the selected class. It will include the student's name (first, middle, and last name), student NYSSIS ID, password, and test name. The individual student login tickets will also indicate accommodations(s) assigned to the student for the selected content area, as well as a space to write the device name the student will be using for testing.

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Student Name: Student B, Test
NYSSIS ID: Password:
Test Name: NY Simulation ELA
Device Name:

An example of an individual student login ticket without accommodations. The student's login information measures approximately 3 inches by 7 inches and is printed one per page.

Student Name: Student1, Test
NYSSIS ID: Password:
Test Name: NY Simulation ELA
Accommodation: Answer Masking Tool Accommodation: Text-to-Speech (online only) Accommodation: Initial Page Zoom
Device Name:

An example of an individual student login ticket without accommodations. The size of the student's login information will vary dependent on the accommodations selected for that student and is printed one per page.

**Note:** Specifics regarding accommodations will not appear on individual student login tickets. For example: if the student has initial zoom selected as an accommodation in Nextera, the login ticket will state "initial zoom" but will not provide information on the zoom level that was selected. Print variation will appear as "Print Variations" on the student's login ticket and will not include information on what language was selected.

#### **Classroom Accommodations**

Classroom Accommodations will appear as a code on each student's individual login ticket. Please refer to the table below for each code and their respective classroom accommodation.

Classroom Accommodation Name	Code
Flexibility in Scheduling (IEP or 504 Plan)	004
Flexibility in Setting (IEP or 504 Plan)	025
Method of Presentation (excluding Braille/Large Print) (IEP or 504 Plan)	3
Method of Response (IEP or 504 Plan)	4
Use of Spell-Checking Device/Software (IEP or 504 Plan)	6
Other (IEP or 504 Plan)	5
Bilingual Dictionaries and Glossaries (ELL)	11
Separate Location (ELL)	10

tud	ent Name: Student1, Test
IYSS	IS ID:
ass	word:
rest	Name: NY Simulation Math
Acco	mmodation: 004, 5
Dotti	an Name.
Devi	

An example of an individual student login ticket with classroom accommodations 004 and 5 assigned.

#### **Troubleshooting Tips for Printing Student Login Tickets** Avery Labels

If you selected Avery5160 or Avery5163 from the dropdown and are attempting to print student login tickets on label stock, try the following steps if the student login tickets are not aligning properly with the labels.

- 1. Save the .pdf file.
- 2. Find the .pdf on your local drive and open it.
- 3. Select File, then select Print.
- 4. Select "Custom Scale: 100%".
- 5. Verify paper size is 8.5 x 11 Inches.
- 6. Select **Print**.

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Printer: HP Photosmart D110 series	$\sim$	Properties	Advanced	<u>Help</u>	2
Copies: 1		Print in grayscale	(black and white)		
'ages to Print		Comments &	Forms		
) All		Document ar	nd Markups	$\sim$	
Current page	_	Summ	narize Comments		
Mare Ontions		Document: 8.3	3 x 11.7in		
			8.5 x 11 Inches		
'age Sizing & Handling (i)					
Size Poster 🕄 Multiple 📄 Boo	klet				
) Fit					
C Actual size					
◯ Shrink oversized pages					
🖲 Custom Scale: 100 %					
Choose paper source by PDF page size					
Print on both sides of paper					
Drientation:					
Auto portrait/landscape					
) Portrait					
) Landscape					
		<			>
			Page 1 of 1		

#### **CSV File**

The file includes only the information from the tickets. It is possible to save and rename with the class/grade/teacher name.

1. Select the **Download CSV file** option from the drop-down.

What would you like to print?			×
Print student authentication credentials:	Download CSV file	~	
		ОК	Cancel

The file will generate in the bottom left corner.

2. Select the file name to open.

	/iew									
Login Ticke	ets									
Session 1 Ac	cess Code 11	11	New Access	Code	Submit	Cancel				
Session 2 Ac	ana Cada 22	22	New Access	Code	Submit	Cancel				
Register	ed Stud	ents:			Submit	Cancer				
egister	ed Stud	ents:	Password 1	Grade ↓†	Form 11	Cancer	Total Items Completed	Date/Time Started	Date/Time Completed	Status Codes
Register ession All S Last Name II	ed Studi sessions  First Name	ents:	Password ↓↑	Grade 11	Form Ut	Status Session 1: Not Started	Total Items Completed	Date/Time Started	Date/Time Completed	Status Codes Set

3. It's possible to sort by Last Name or NYSSIS ID using the Sort & Filter function in Excel.

File Home In	isert Page Lay	out Formulas	Data	Review	View	Develop	er Help	ACROBAT				🖻 Share	🖓 Comr	nents
Calibri Paste ♂ B I	- 11 <u>∪</u> - ∏ -	→ A <sup>*</sup> A <sup>*</sup> = = 2 <sup>4</sup> • <u>A</u> • = =	= <b>= %</b> ∙ = = = = =	⊑ ⊞ •	General \$ ~ 9 :00 →0	~ 6 9	🔛 Conditiona 🞲 Format as <sup>-</sup> 😿 Cell Styles	ıl Formatting ~ Table ~ ~	🔠 Insert 👻 🎫 Delete 👻 🖽 Format ~	∑ ~ A Z V ~ Z Sort ∳ ~ Filte	Find & r Y Select Y	4 Ideas	Sensitivity Ý	
Clipboard 😼	Font		Alignment	5	Numbe	r 🗔	Sty	/les	Cells	Edit	ting	Ideas	Sensitivity	
A23 $\checkmark$ I $\times \checkmark f_{\bullet}$														
A		_ 🕇 с	D			G	н		J K		М	N	o	Р
1 First Name	Last Name	NYSSIS ID	Password	Test Name	2									
2 FirstName1	LastName1	9999210001	858511	Spring 3-8	ELA									
3 FirstName2	LastName2	9999210002	512562	Spring 3-8	ELA									
4														
5														
6														
7														
8														
9														
10														

4. This file can be saved and renamed, as needed.



#### **Customer Support**

NWEA's Customer Support team is available between the hours of 7:30 a.m.—4:30 p.m. ET Monday—Friday.

- Phone: 1-866-997-0695
- Chat: Available via the Nextera Admin Help page
- <u>Email</u>: NYTesting@nwea.org