

New York State Grades 3-8 Testing

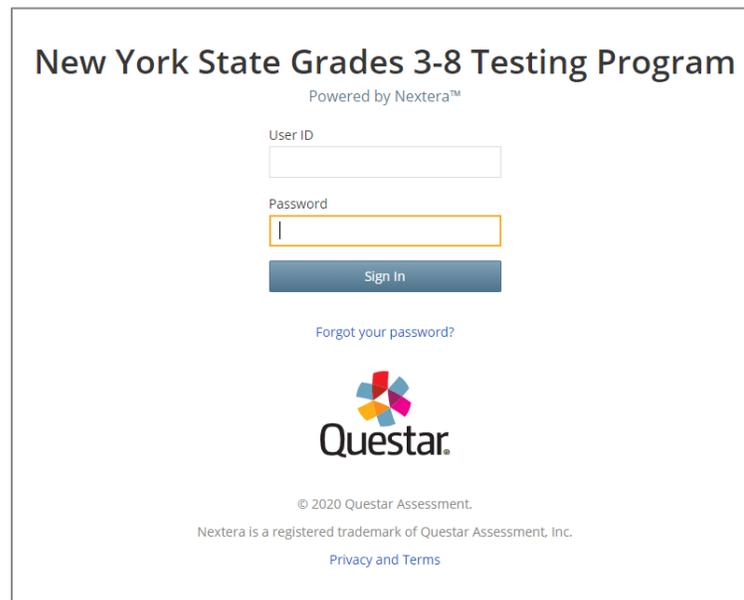
How to Print Student Login Tickets – Quick Reference Guide

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.

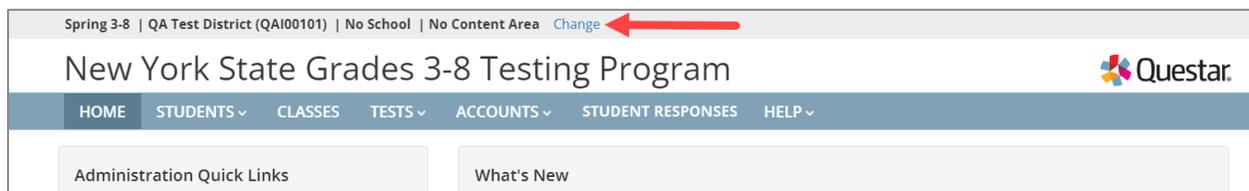
Please note, accommodations must be selected prior to printing log in tickets and do not carry over from the simulation to the operational tests or from one subject test to another. They must be set separately for the simulation and the operational tests and for each subject tested.

Printing Student Login Tickets

1. Login to Nextera Admin.



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



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

What would you like to work on next? ✕

Window

District

School ←

Content Area ←

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

New York State Grades 3-8 Testing Program

HOME STUDENTS ▾ CLASSES TESTS ▾ **STUDENT RESPONSES** HELP ▾

Your Profile

Name: Administrator
 Email: infosec@questarai.com
 Associated with: QAI NEXTERA TEAM (QAI502)
 Phone: (952) 997-0791
 Fax: NULL

Important Dates

Tests ←

Testing Status Details

School Information

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

New York State Grades 3-8 Testing Program

HOME STUDENTS ▾ CLASSES TESTS ▾ ACCOUNTS ▾ STUDENT RESPONSES HELP ▾

Tests

Testing Status for: **Math, Spring 3-8**

Filter By Testing Status:

Search

Teacher	Class	Content Area	Test Name	Testing	View	Delete
Sample Teacher1	Math	Math	Spring 3-8 Math	In Progress	<input type="button" value="View"/> ←	
Sample Teacher2	MathLanguages	Math	Spring 3-8 Math	In Progress	<input type="button" value="View"/>	

Show entries

< 1 >

6. Select **Login Tickets**.

View Test

You're Viewing: **Spring 3-8 Math**

District: Sample District	School: Sample
Testing Window: Spring 3-8 Test	Content Area: Math
Teacher: Sample Teacher1	Class: Math
Test Name: Spring 3-8 Math	
Testing Dates: 11/01/2016 - 12/31/2016	

Test is in progress. Students may sign in and take the test using their User ID's and the PIN shown below.

Examiner View
Login Tickets (indicated by a red arrow)

Session 1 Access Code **1111** [New Access Code] [Submit] [Cancel]
 Session 2 Access Code **2222** [New Access Code] [Submit] [Cancel]

Registered Students:

Last Name	First Name	NYSSIS ID	Password	Grade	Form Name	Status	Total Items Completed	Date/Time Started	Date/Time Completed	Status Codes
Last	First	0123456789	0123456	03	Math Sample	Session 1: Not Started	0			Set
						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** (indicated by a red arrow)
- Avery 5163
- Student Roster
- Download CSV file
- Individual Test Ticket

Cancel

8. Select **OK**.

What would you like to print?

Print student authentication credentials: Avery 5160

OK (indicated by a red arrow) Cancel

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.

Student Name: **Student B, Test**

NYSSIS ID: [REDACTED]

Password: [REDACTED]

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: [REDACTED]

Password: [REDACTED]

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

Student Name: **Student1, Test**

NYSSIS ID: XXXXXXXXXX

Password: XXXXXXXXXX

Test Name: NY Simulation Math

Accommodation: 004, 5

Device Name: _____

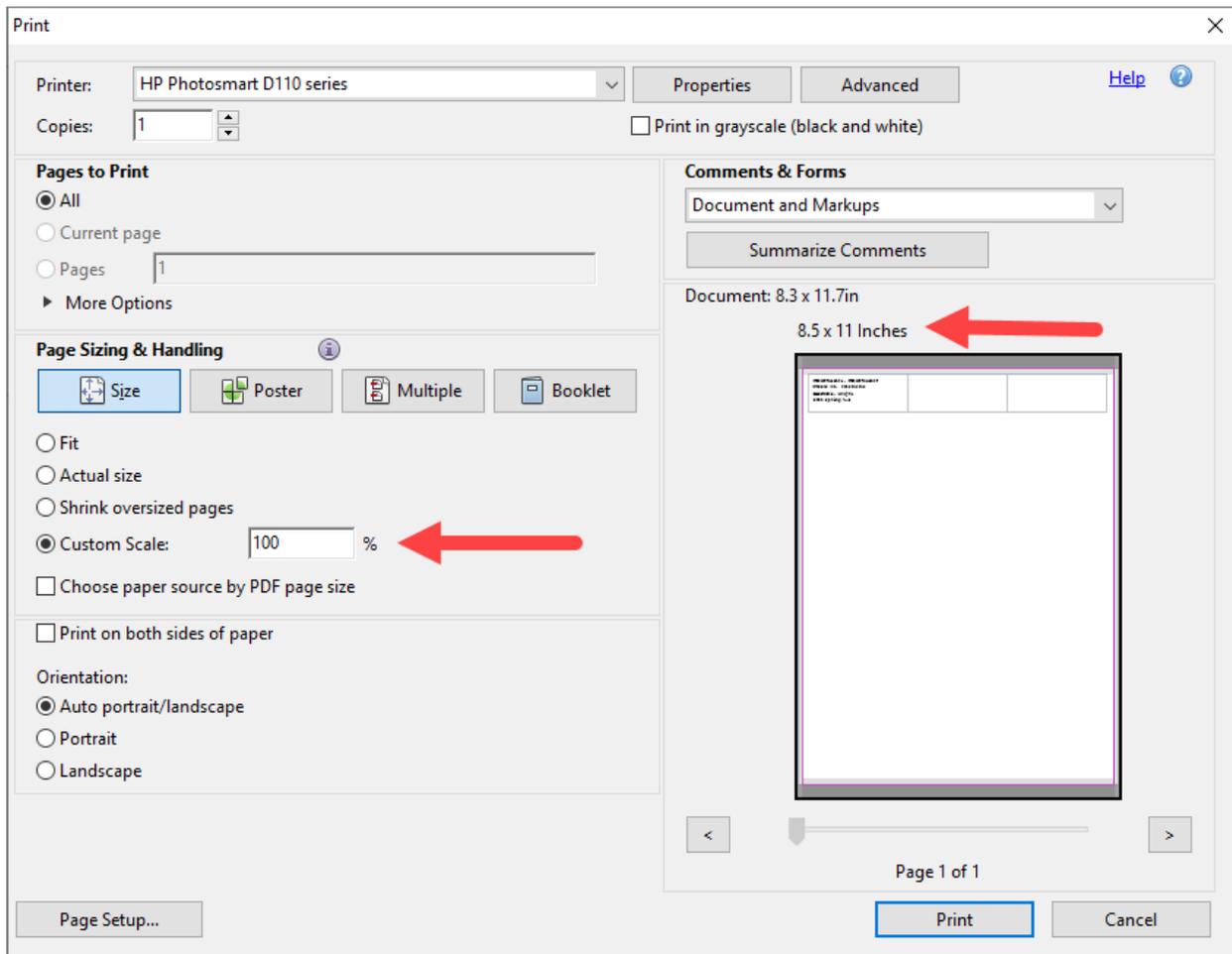
An example of an individual student login ticket with classroom accommodations 004 and 5 assigned.

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.

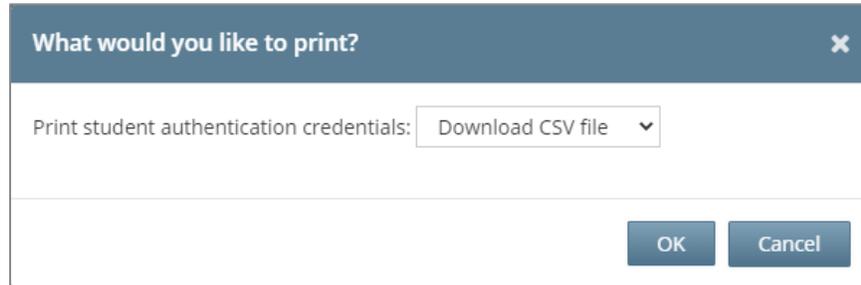
1. Save the .pdf file.
2. Find the .pdf on your local drive and open it.
3. Select **File**, then select **Print**.
4. Select “**Custom Scale: 100%**”.
5. Verify paper size is 8.5 x 11 Inches.
6. Select **Print**.



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.



The file will generate in the bottom left corner.

2. Select the file name to open.

Registered Students:

Last Name	First Name	NYSSIS ID	Password	Grade	Form Name	Status	Total Items Completed	Date/Time Started	Date/Time Completed	Status Codes
Last	First	0123456789	0123456	03	Math Sample	Session 1: Not Started	0			Set
						Session 2: Not Started	0			Set

Session20705.csv

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

First Name	Last Name	NYSSIS ID	Password Test Name
FirstName1	LastName1	9999210001	858511 Spring 3-8 ELA
FirstName2	LastName2	9999210002	512562 Spring 3-8 ELA

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
- [Email](mailto:NYTesting@nwea.org): NYTesting@nwea.org