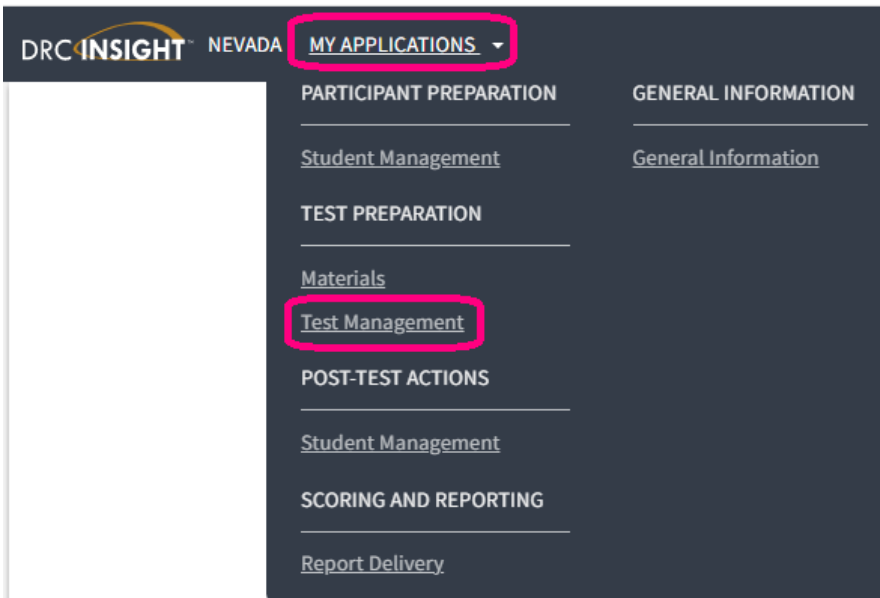


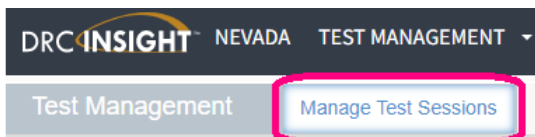
# How to Print a Single Test Ticket for a Student

## DRC Nevada

1. Login to DRC INSIGHT Portal, <https://nv.drcdirect.com/>
2. Click on **My Applications** and then click **Test Management**



3. Click on **Manage Test Sessions**




4. Select the **Administration** from the filter options, then click **Show Sessions**. This will bring up all test sessions for the administration (Science Assessment, Alternate Assessment, or Summative Assessment).

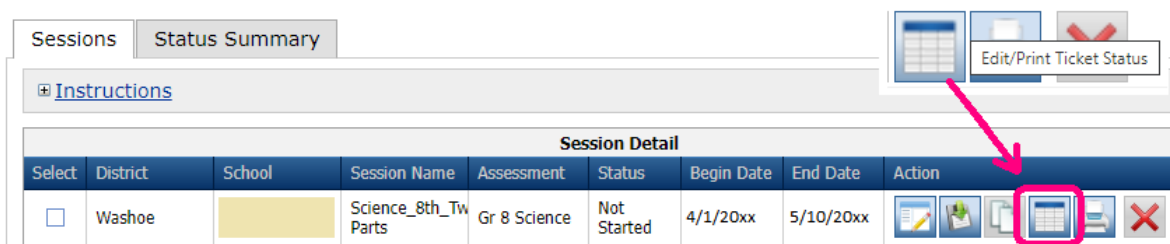
The screenshot shows the 'Test Sessions' form in the DRC INSIGHT NEVADA portal. The 'Administration' dropdown menu is open, and '20xx Science Assessment' is selected. The form includes fields for District (Washoe - 016), School, Last Name, First Name, State Student ID, Session, Content Area (Science), and Assessment (Gr 8 Science). The 'Show Sessions' button is highlighted.

**Step 4: Test Management > Manage Test Sessions > Administration... Show Sessions**

- TIP: Filter options will vary based on a school's grade levels and student's eligibility.
- ★ Optional filtering: Search for student(s) by **Last Name**, **First Name**, **State Student ID**, or session details (**Content Area**, **Assessment**).

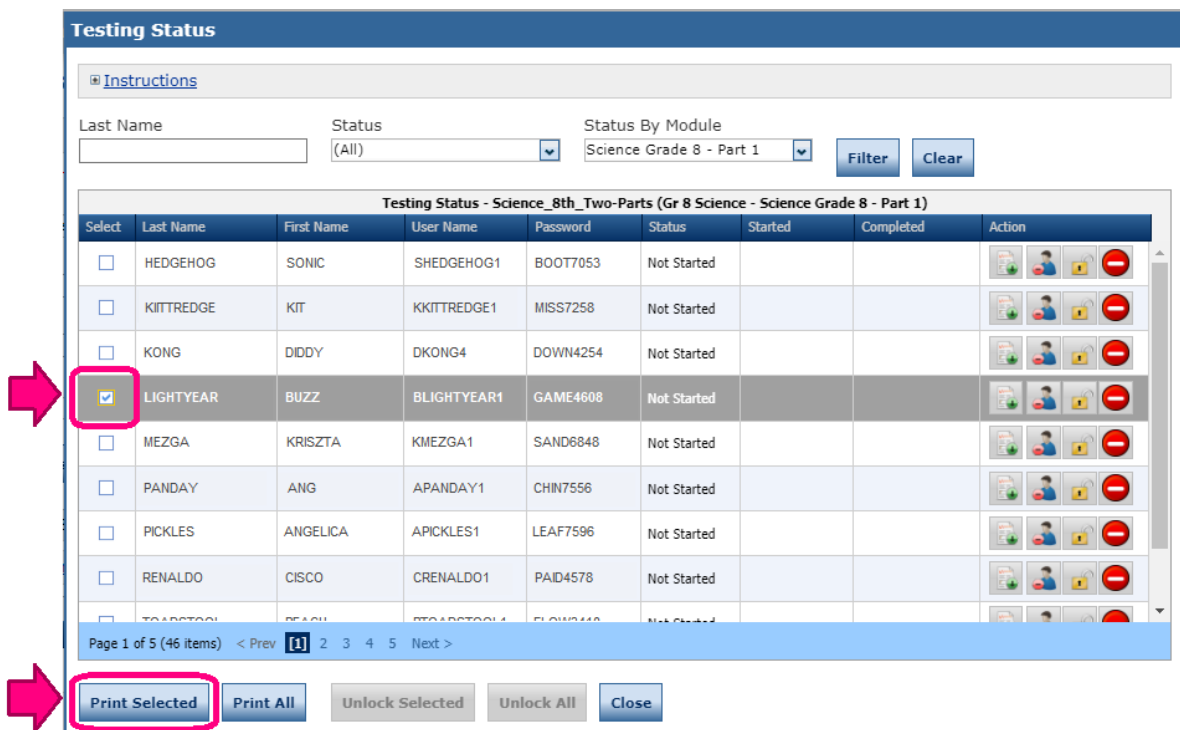
**\*REMINDER:** Do not print test tickets from the Session Name "DO NOT USE". If a student re-enrolls and is not yet assigned to active test sessions, contact Assessment Support to move the student into appropriate test sessions and generate new test tickets.






















- Next, you will click on the fourth icon in the action column  (Edit/Print Ticket Status). A new window will open showing the students in that test session.



- Click the checkbox to the left of the student who you would like to print a test ticket for and then click **Print Selected**. A new window will open with a pdf of the selected student's ticket to print.

**\*REMEMBER:** Pop-up blocker must be disabled to run these operations.



Select	Last Name	First Name	User Name	Password	Status	Started	Completed	Action
<input type="checkbox"/>	HEDGEHOG	SONIC	SHEDGEHOG1	BOOT7053	Not Started			  
<input type="checkbox"/>	KITTREDGE	KIT	KKITTREDGE1	MISS7258	Not Started			  
<input type="checkbox"/>	KONG	DIDDY	DKONG4	DOWN4254	Not Started			  
<input checked="" type="checkbox"/>	LIGHTYEAR	BUZZ	BLIGHTYEAR1	GAME4608	Not Started			  
<input type="checkbox"/>	MEZGA	KRISZTA	KMEZGA1	SAND6848	Not Started			  
<input type="checkbox"/>	PANDAY	ANG	APANDAY1	CHIN7556	Not Started			  
<input type="checkbox"/>	PICKLES	ANGELICA	APICKLES1	LEAF7596	Not Started			  
<input type="checkbox"/>	RENALDO	CISCO	CRENALDO1	PAID4578	Not Started			