How to Print a Single Test Ticket for a Student DRC Nevada

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

MY APPLICATIONS	
PARTICIPANT PREPARATION	GENERAL INFORMATION
Student Management	General Information
TEST PREPARATION	
Materials	
POST-TEST ACTIONS	
<u>Student Management</u>	
SCORING AND REPORTING	
Report Delivery	

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).

	Test Management	Manage Test Sessions	
	Test Sessions		
	* Indicates required fields		
Administration	Administration 20xx Science Assessment	District Washoe - 016	School
20 xx Alternate Assessment 20 xx Science Assessment	Last Name	First Name ★	State Student ID ★
20xx Summative Assessments -	Session	1	
	Content Area 👍	Assessment	
	Science	Gr 8 Science 🧖 💽	
	Show Sessions Print All	Tickets	

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

- a. TIP: Filter options will vary based on a school's grade levels and student's eligibility.
- b. The period of the period of

***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.

5. 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.

Sessi	ons Status	Summary						Edit/Print Ticket Status
	tructions							
Session Detail								
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
	Washoe		Science_8th_Tw Parts	Gr 8 Science	Not Started	4/1/20xx	5/10/20xx	

 Click the <u>checkbox</u> 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.

Last Name S		Status (All)	Status (All)		Status By Module Science Grade 8 - Part 1 Filter Clear				
Select	Last Name	Te First Name	sting Status - Scie User Name	nce_8th_Two-P Password	arts (Gr 8 Scier Status	ice - Science G Started	rade 8 - Part 1) Completed	Action	
	HEDGEHOG	SONIC	SHEDGEHOG1	BOOT7053	Not Started			3 2 10 10	
	KITTREDGE	кп	KKITTREDGE1	MISS7258	Not Started			E 2 0	
	KONG	DIDDY	DKONG4	DOWN4254	Not Started			B 🛃 🗹	
	LIGHTYEAR	BUZZ	BLIGHTYEAR1	GAME4608	Not Started			🔁 🍰 🗹	
	MEZGA	KRISZTA	KMEZGA1	SAND6848	Not Started			🖹 🍰 🖬 (
	PANDAY	ANG	APANDAY1	CHIN7556	Not Started			🗟 🍰 🗹	
	PICKLES	ANGELICA	APICKLES1	LEAF7596	Not Started			🗟 🍰 🗹	
	RENALDO	CISCO	CRENALDO1	PAID4578	Not Started			🗟 🍰 🗹	
	TOADCTOOL	DEACH	DTO ADOTOOL 4	EL OWD 440	Not Charted				