

Generating PreID Barcodes

On this page:

[General Information](#) [Instructions](#) [Effects](#)


Search







You can generate PreID barcodes to create labels containing unique numbers that identify each student and/or test assignments. You can print and apply the labels to answer documents. This matches the scanned answer document to the student and test assignment in the system.

Step-by-Step



Read It

(Click  to view image)

1. From **Testing**, go to **Students Tests**. 
2. Type a student name into the search field, and click **Search**. 
3. Click **Select Tasks**, select **Print Selected Barcodes**, and click **Start**. 
4. Click the checkbox next to **Allow all test delivery formats**. 
5. Click the checkbox next to the student. 
6. Click **Generate / Print**. 

Effects


Generates and prints at the same time.

▼ When you click **Generate / Print**...

When you click **Generate / Print**, a **PreID Barcode Number** displays. 

▼ For paper testing, when you click **Generate / Print**...

For paper testing, when you click **Generate / Print**, a PDF file is generated with PreID barcodes.

Print the PDF from your computer. 

[Back to the top](#)