Retrieve Student Test Tickets

This information is a part of Testing.

This is one of the tasks to be done Manage a Session.

Student test tickets contain the login details for students to access their assigned online tests.

Retrieve Student Test Tickets

To retrieve student test tickets, follow these steps:

1. From **Testing > Students in Sessions**, click **Add a Session.** Search for a session(s), and click **Add Selected**.
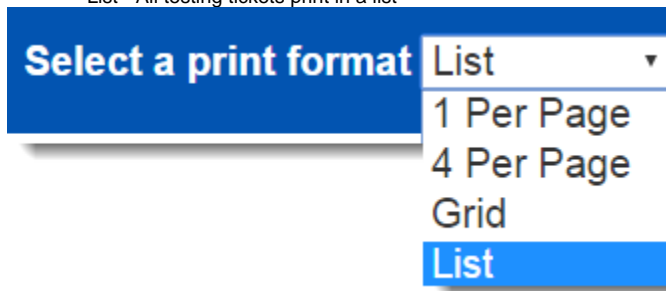

   *Click **Refresh** to update the data displayed.*

2. Click a session to select it from the list. *If you have trouble finding your session, go to **Testing > Sessions,** and select the test session(s) that contain the students whose statuses you want to view. To see the listed session(s), return to **Students in Sessions.***

3. Click the **Resources** drop-down and from the **Student Testing Tickets** select either of the following:

   a. **Print all for this session** to print testing tickets for all the students within the session.
   b. **Print selected for this session** to print testing tickets for selected student(s) within the session.
      i. Select a student(s) registered in the session, and then click **Resources > Student Testing Tickets > Print selected for this session**.

4. To print, select a print format and then print the testing ticket(s). You can select one of the following:

- 1 Per Page: One student test ticket per page
  Default selected print format
- 4 Per Page: Four students testing tickets per page
- Grid - All testing tickets print in a grid
- List - All testing tickets print in a list

Select a print format List ▾

1 Per Page
4 Per Page
Grid
List

5. Print test ticket using your browser.