

# 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**.

The screenshot shows the 'Session List' interface. At the top, there's a header 'Session List' and a button 'Add a Session'. Below this, there's a search bar with the number '1' entered. A dropdown menu shows '50 items of 610' with a list of sessions, each with a checkbox and a status indicator (green dot for selected). The sessions listed are 10ELA, 10ELA2, 11ELA, 11ELA2, and 1234. A 'Find Students' dropdown is set to 'In the selected session(s) above'. Below this, there's a 'Filters' section with 'Organization' and 'State Student Identifier' filters. A 'Resources' dropdown is visible at the bottom left, showing options like 'Seal Codes', 'Scheduled Sessions', 'Proctor Extended Time Code', and 'STUDENT TESTING TICKETS'.

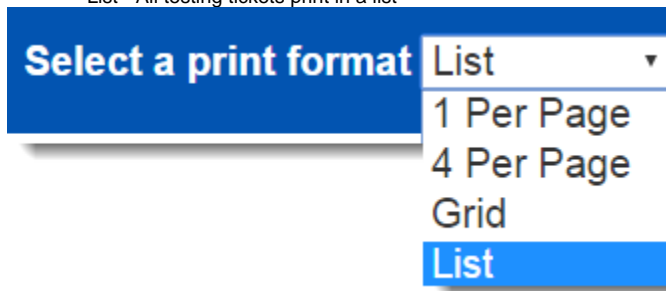
Click **Refresh** to update the data displayed.

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:

The screenshot shows the 'Resources' dropdown menu. It has a header 'Resources' and a 'Details' button. Below this, there's a list of options: 'Seal Codes', 'Scheduled Sessions', 'Proctor Extended Time Code', and 'STUDENT TESTING TICKETS'. Under 'STUDENT TESTING TICKETS', there are two options: 'Print all for this session' and 'Print selected for this session'.

- 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



5. Print test ticket using your browser.

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