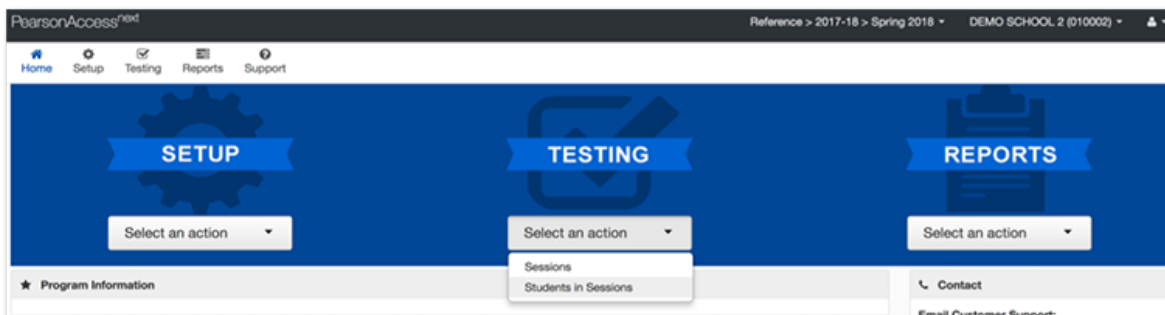
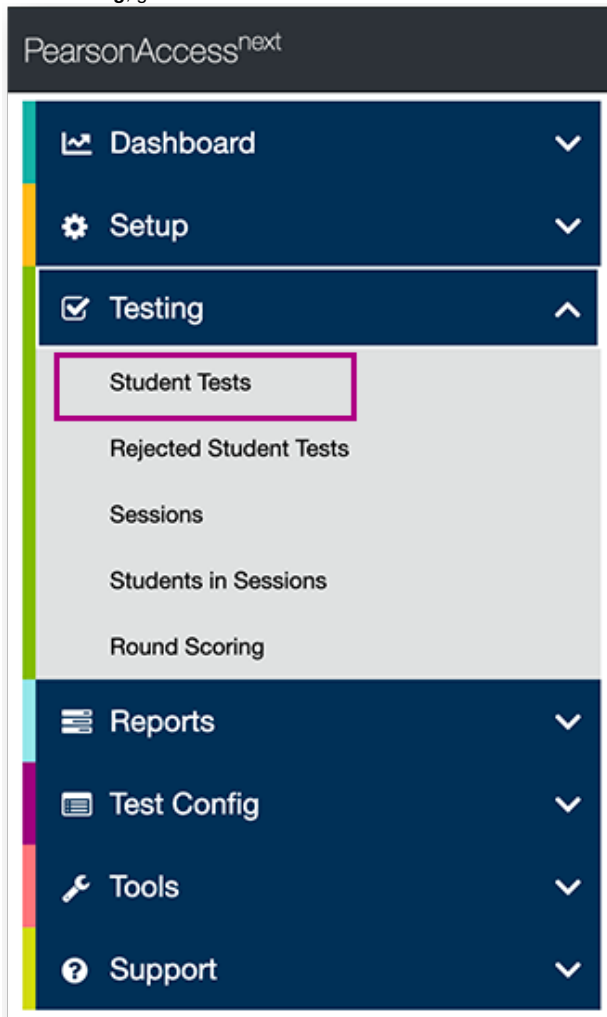


Generating PreID Barcodes

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

1. From **Testing**, go to **Students Tests**.



2. Type a student name into the search field, and click **Search**.

The screenshot shows the 'Student Tests' interface. At the top, there are two tabs: 'Tasks' (0 Selected) and 'Student Tests' (0 Selected). Below the 'Tasks' tab is a 'Select Tasks' dropdown and a 'Start' button. Below the 'Student Tests' tab is a 'Manage' dropdown. In the center, there is a 'Find Student Tests' section with a search field containing 'Oltpattern' and a 'Search' button. To the left, there are filters for 'Organization' and 'Student Code'. At the bottom, there is a table with columns: Student, Organization, Test, Type*, and Status*. The table is currently empty, and a message 'No Results' is displayed.

3. Click **Select Tasks**, select **Print Selected Barcodes**, and click **Start**.

The screenshot shows the 'Student Tests' interface with the 'Select Tasks' dropdown menu open. The menu lists four options: 'Edit Student Tests', 'Manage Irregularities', 'Assign Remote Testing Org', and 'Print Selected Barcodes'. The 'Print Selected Barcodes' option is selected. The 'Start' button is visible next to the dropdown. The search field contains 'Oltpattern' and the 'Search' button is also visible. The filters section shows 'No Results'.

4. Click the checkbox next to **Allow all test delivery formats**.

The screenshot shows the 'Print Selected Preid Barcodes' interface. At the top, there is a checkbox labeled 'Allow all test delivery formats' which is checked. Below this is a table with columns: Student, Test, Status, Type, and PreID Barcode Number. The table contains one row with the following data: Student: OLTPATTERN, SEVEN; Test: Reading Retake; Status: assign; Type: online. Below the table, there is a section labeled '* Required' with two buttons: 'Generate / Print' and 'Reset'.

5. Click the checkbox next to the student.

Print Selected PreID Barcodes

☐ Allow all test delivery formats

☐	Student	Test	Status	Type	PreID Barcode Number
☒	OLTPATTERN, SEVEN	Reading Retake	assign	online	

* Required

6. Click **Generate / Print**.

Print Selected PreID Barcodes

☐ Allow all test delivery formats

☐	Student	Test	Status	Type	PreID Barcode Number
☒	OLTPATTERN, SEVEN	Reading Retake	assign	online	

* Required

Effects

Generates and prints at the same time.

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

Print Selected PreID Barcodes

☐ Allow all test delivery formats

☐	Student	Test	Status	Type	PreID Barcode Number
☐	OLTPATTERN, SEVEN	Reading Retake	assign	online	0000000027

* Required

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

CASH, JOHNNY M.

GRD: 05 ID: 1231231234 GEN: M DOB: 2010-12-09

ESE: S504: ELL: LP: BR: OIPP:

RACE: IABPW HISP/LATINO: Y



BARCODE: 0000000051

DIST/SCH: 05-3021 CENTRAL MIDDLE SCHOOL