


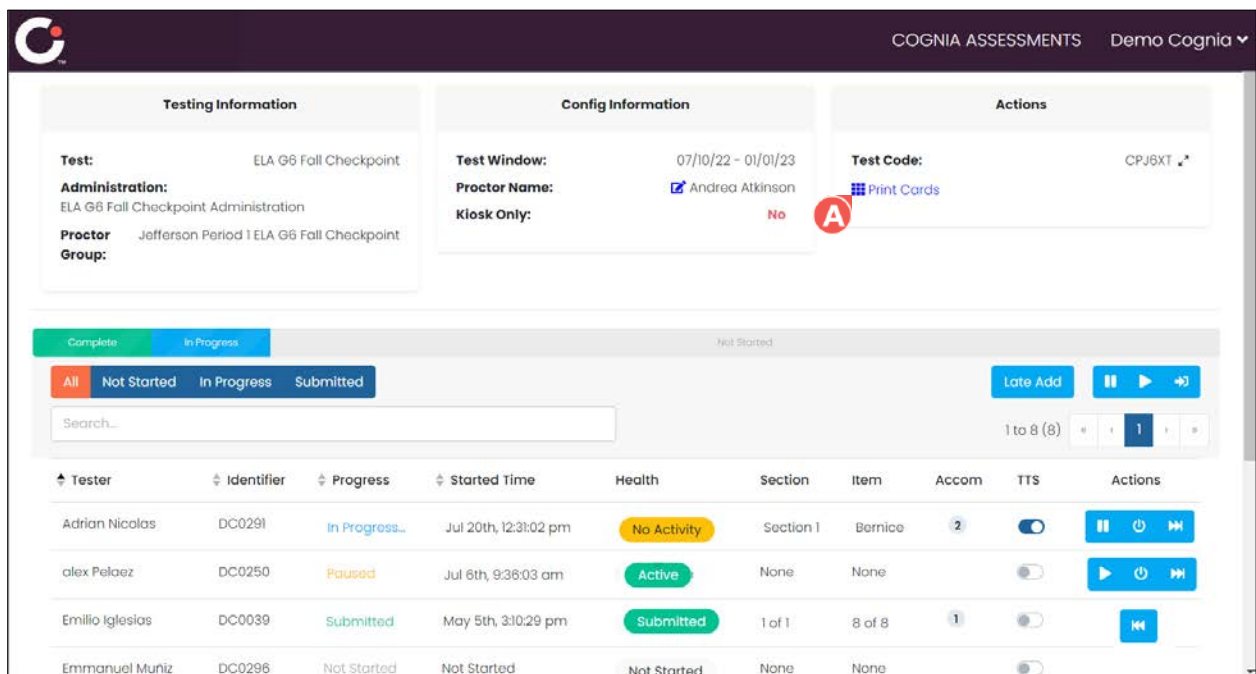


Print Student Login Tickets

Students need a test code and either an identifier (this is typically their student ID), quick ID, or QR code to log in to a test in the student test delivery system. This information is found on the student login tickets for each administration. (Students logging in with a QR code will need to be provided with a copy of their login ticket. They will need to display the ticket close to the device's camera so it can be scanned to log in to the test. For more information, see the [Online Test Administration: User Guide](#) available on the [Formative Resources](#) tab on the Vermont Help and Support website.)

To print student login tickets:

1. Open the proctor dashboard for the desired proctor group.
2. Click the **Print Cards**  link located in the Actions section at the top of the page. This opens the list of student login tickets in a new tab in the browser.



The screenshot shows the Cognia Assessments Proctor Dashboard. At the top, there is a header with the Cognia logo and the text "COGNIA ASSESSMENTS Demo Cognia". Below the header, there are three main sections: "Testing Information", "Config Information", and "Actions".

Testing Information:

- Test: ELA G6 Fall Checkpoint
- Administration: ELA G6 Fall Checkpoint Administration
- Proctor Group: Jefferson Period 1 ELA G6 Fall Checkpoint

Config Information:

- Test Window: 07/10/22 - 01/01/23
- Proctor Name: Andrea Atkinson
- Kiosk Only: No

Actions:

- Test Code: CPJ6XT
- Print Cards (with a red circle 'A' icon)

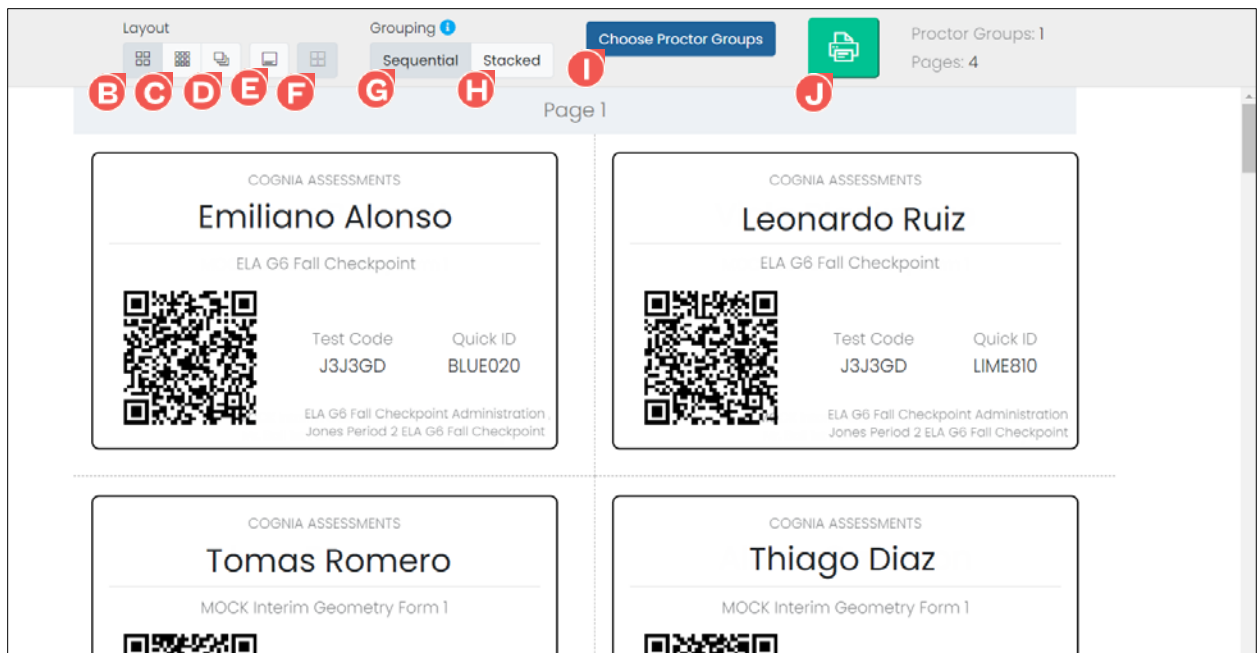
Below these sections, there is a progress bar with "Complete", "In Progress", and "Not Started" tabs. Underneath, there are filter buttons for "All", "Not Started", "In Progress", and "Submitted". A search bar and a pagination control showing "1 to 8 (8)" are also present.

The main content is a table of student login tickets:

Tester	Identifier	Progress	Started Time	Health	Section	Item	Accom	TTS	Actions
Adrian Nicolas	DC0291	In Progress...	Jul 20th, 12:31:02 pm	No Activity	Section 1	Bernice	2	☑	⏸ ⏹ ⏪ ⏩
alex Pelaez	DC0250	Paused	Jul 6th, 9:36:03 am	Active	None	None		☑	▶ ⏹ ⏪ ⏩
Emilio Iglesias	DC0039	Submitted	May 5th, 3:10:29 pm	Submitted	1 of 1	8 of 8	1	☑	⏪
Emmanuel Muñoz	DC0296	Not Started	Not Started	Not Started	None	None		☑	

3. Each login ticket displays the student's name, test name, test code, quick ID/QR code (if enabled for the administration), identifier, administration, and proctor group name. Options for printing login tickets include:
 - a. Select the icon for the desired print layout for the tickets. Available options include **2 by 4** **B** (this is the default selection), **3 by 6** **C**, or **1 per page** **D**.
 - b. Select the **title page** **E** icon to include the title page. The title page displays the administration name, proctor group name, test code, proctor password, and list of students with their name, identifier, and any assigned accommodations.
 - c. Select the **borders** **F** icon to include borders on the tickets, which guides how the tickets should be cut once printed. (This icon is inactive/grayed out if the tickets are being printed 1 per page.)
 - d. Select the **Sequential** **G** button to display the tickets in a sequential grouping from left to right. (This icon is inactive/grayed out if the tickets are being printed 1 per page.)
 - e. Only applicable to users with access to multiple proctor groups: Select the **Stacked** **H** button to group the tickets by proctor group if printing tickets for multiple proctor groups. (This icon is inactive/grayed out if the tickets are being printed 1 per page.)
 - f. Only applicable to users with access to multiple proctor groups: Select the **Choose Proctor Groups** **I** button to select the proctor group(s) to print.

Tip: You can hover over an icon or button to display a tooltip with the icon/button name.
4. Click the **Print** **J** button. This opens a print window.



5. Proceed to print the login tickets.
6. Cut out the student login tickets and distribute them to the students.