

## <u>TestPad – Print Test Roster</u>

The **Print Test Roster** option is only available to users who have already assigned a test to student(s).

1. (a) Click Manage Assigned Tests from the Assign dropdown menu. OR

| Dundee School System |                 |          |                             |   |         |             |           |        |  |  |
|----------------------|-----------------|----------|-----------------------------|---|---------|-------------|-----------|--------|--|--|
| SLDS TRL I           | EP Growth Model | LOR PD   | GOFAR                       | Gifted Eligibility                      | TestPad | EL Screener | TKES/LKES | Logout |  |  |
| A Home               | Create - Search | - Assign | Grade                       | <ul> <li>Help &amp; Training</li> </ul> |         |             |           |        |  |  |
| TestPad              | -               |          | Assign Tests                |   |         |             |           |        |  |  |
|                      |                 |          | Reset / Reop<br>Manage Assi | igned Tests                             |         |             |           |        |  |  |

(b) Click the Assign icon and then click Manage Assigned Tests.



2. The Search Results window displays. From the Actions menu, click on the Print Test Roster link of the applicable test.



The following message is displayed.



 If enabled, the Show GTID checkbox provides the user the student(s) GTID number(s) as part of the printout results.

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|-----------------|-----------------|---------------------|-----------------|-----------|
|                 |                 | Test Tok            | en Information  |           |
| 678 - D         | undee District  |                     |                 |           |
| 0104 - 0        | Columbus Elem   | School              |                 |           |
| Teache          | r Name Orga     | in , Bradford A     |                 |           |
| Test Fo         | rm Name: 3415 - | Gr 5 Social Studies | fest - Unit 7   |           |
| Fiscal Y        | 'ear: 2018      |                     | Token: JH14230  |           |
| First N         | ame             | Last Name           | Current GTID    | Status    |
|                 | A               | Albertson           | 9000007383      | Completed |
| Raylen          | •               |                     |                 |           |
| Raylen<br>Kyoko | -               | Baylor              | 9002343679      | Completed |

 Users can use the Floppy Disk icon to indicate which print format is preferred. In this instance, usually PDF or Word would be the preferred method(s).

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|---|---|--|--|--|
|   |   |  |  | XML file with report da                      |
|   |   | Test Toke  | n Informatio   | CSV (comma delimited                         |
| 679 - Du                                      | undee District  |  |  | Acrobat (PDF) file                           |
| 0104 - C                                      | Columbus Elem 1   | Ichool   |  | MHTML (web archive)                          |
| Treebox                                       | rolumous menne  |  |  | Excel  |
| 1CACDCI                                       | Name Organ  | . Bradford A   |  |  |
| Test For                                      | Name Organ<br>m Name: 3415 - 4                            | i , Bradford A<br>3r 5 Social Studies Te                                     | st - Unit 7  | TIFF file                                    |
| Test For<br>Fiscal Ye                         | Name Organ<br>m Name: 3415 - 4<br>Rar: <b>2018</b>        | i , Bradford A<br>3r 5 Social Studies Te                                     | st - Unit 7<br>Token: 1414   | TIFF file<br>Word                            |
| Test For<br>Fiscal Ye<br>First Na             | Name Organ<br>m Name: 3415 - 6<br>ear: <b>2018</b><br>ime | , Bradford A<br>3r 5 Social Studies Te<br>Last Name                          | st - Unit 7<br>Token: JH14<br>Current GTID                             | TIFF file<br>Word                            |
| Test Forr<br>Fiscal Ye<br>First Na<br>Raylene | Name Organ<br>m Name: 3415 - 4<br>Bar: 2018<br>me         | i , Bradford A<br>3r 5 Social Studies Te<br>Last Name<br>Albertson           | st - Unit 7<br>Token: JH14<br>Current GTID<br>9000007383               | TIFF file<br>Word Status Completed           |
| Fiscal Ye<br>Fiscal Ye<br>Raylene<br>Kyoko    | Name Organ<br>m Name: 3415 - 4<br>iear: 2018<br>ime       | i , Bradford A<br>3r 5 Social Studies Te<br>Last Name<br>Albertson<br>Baylor | st - Unit 7<br>Token: JH14<br>Current GTID<br>9000007383<br>9002343679 | TIFF file<br>Word Status Completed Completed |