

## PRINTING STUDENT LOGINS

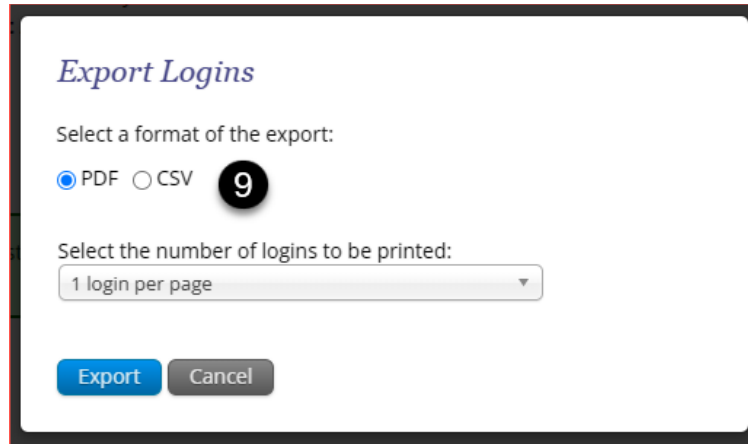
DTCs, STCs, and Test Administrators (including Teachers assigned the TA Role) can print student test logins. Student logins are printed in the Administration Component of the New Mexico Public Education Department Assessments Portal.

The dashboard shows three main sections: Authoring, Administration, and Reporting. The Administration section is highlighted with a red box. It includes a calendar icon and the text: "Administration: Organize students for testing, schedule tests, and monitor testing progress."

The Test Sessions page shows filters for School (Cyber Falls Sch2-993), Class (Mathematics), and Formative (G Volume Cone Cyl Sphere G8). A table below shows one test session in progress, created on 7/20/2022. Callouts 1-6 point to the Dashboard tab, the dropdowns, the filter box, the class dropdown, the table, and the 'Created By' column header respectively.

The Test Sessions details page shows a table of student logins. Callout 7 points to the 'Test Name' column header, and callout 8 points to the 'Filter by Session' dropdown menu. A green box indicates the test is in progress and ends on 06/30/2024.

Test Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed
ThreeThirty	Student	100000330	35B65E84	G Volume Cone Cyl Sphere G8	07/20/2022 7:16:25 AM	+	Part A:Not Started Part B:Not Started		Invalidate
ThreeThirtyeight	Student	100000338	8DDE5A3E	G Volume Cone Cyl Sphere G8	07/20/2022 7:16:25 AM	+	Part A:Not Started Part B:Not Started		Invalidate
ThreeThirtysix	Student	100000336	FC2C66E8	G Volume Cone Cyl Sphere G8	07/20/2022 7:16:25 AM	+	Part A:Not Started Part B:Not Started		Invalidate
ThreeThirtythree	Student	100000333	4DCAE73F	G Volume Cone Cyl Sphere G8	07/20/2022 7:16:25 AM	+	Part A:Not Started Part B:Not Started		Invalidate



To print test logins for a test session:

1. In Administration click on **Test Sessions**.
2. Select your **Organization** from the organization drop-down menu.
3. Select the desired **program** (NM-MSSA, or iMSSA Interim Assessment) from the program drop-down menu.
4. Select the **subject** from the subject drop-down menu.
5. Select a **test** from the test drop-down menu. The test sessions for that test will be displayed.
6. Click on **View Details/Student Logins** for the test session student logins are being printed.
7. On the test session details page, select the students individually by checking the box next to their name or checking the box at the top of the student list to select all students.
8. Click **Export Logins for Selected Students**
9. Select PDF, choose how many student test logins to be printed per page, and then click **Export**. The student login cover page which shows names, usernames, passwords, and accommodations, and student logins are exported to a PDF file.
10. **Open** the PDF file and **print** the student test logins.

Student Login Cover Page shows login information and accommodations assigned to a student.

Teacher Name: Teacher , CyberFalls2				
Class Name: Teacher , CyberFalls2-Demo Math Period 3-(Grade -8)				
Test Name: G Volume Cone Cyl Sphere G8				
Testing Window: 7/20/2022 to 6/30/2024				
Student Name	Date of Birth	Username	Password	Accommodations
ThreeThirty, Student	9/3/1999	100000330	65E6C3E2	Reverse Contrast, Custom Masking, Color Contrast, Answer Masking, Mathematics TTS English
ThreeThirtyeight, Student	9/11/1999	100000338	8DDE5A3E	
ThreeThirtysix, Student	9/9/1999	100000336	FC2C66E8	
ThreeThirtythree, Student	9/6/1999	100000333	4DCAE73F	
ThreeThirtytwo, Student	9/5/1999	100000332	8ED68AE5	

Each student login displays the student's name, date of birth, test name, username, and password.

<b>Threethirty, Student</b> DOB:9/3/1999 G Volume Cone Cyl Sphere  Username: 100000330  Password: 65E6C3E2	<b>Threethirtyeight, Student</b> DOB:9/11/1999 G Volume Cone Cyl Sphere  Username: 100000338  Password: 8DDE5A3E
<b>Threethirtysix, Student</b> DOB:9/9/1999 G Volume Cone Cyl Sphere  Username: 100000336  Password: FC2C66E8	<b>Threethirtythree, Student</b> DOB:9/6/1999 G Volume Cone Cyl Sphere  Username: 100000333  Password: 4DCAE73F

**Note:** If students were added to the class, or if the text-to-speech accommodation was changed for a student in the class, after the test session was scheduled, the **Add or Update Students** button will appear at the top of the test session details page. Click **Add or Update Students** to update the test session with the changes before printing student logins.

**Add or Update Students**

Students have been added to the test session or received updated forms or accommodations. You must click the "Add or Update Students" button to generate new logins for these students.

[Add or Update Students](#)