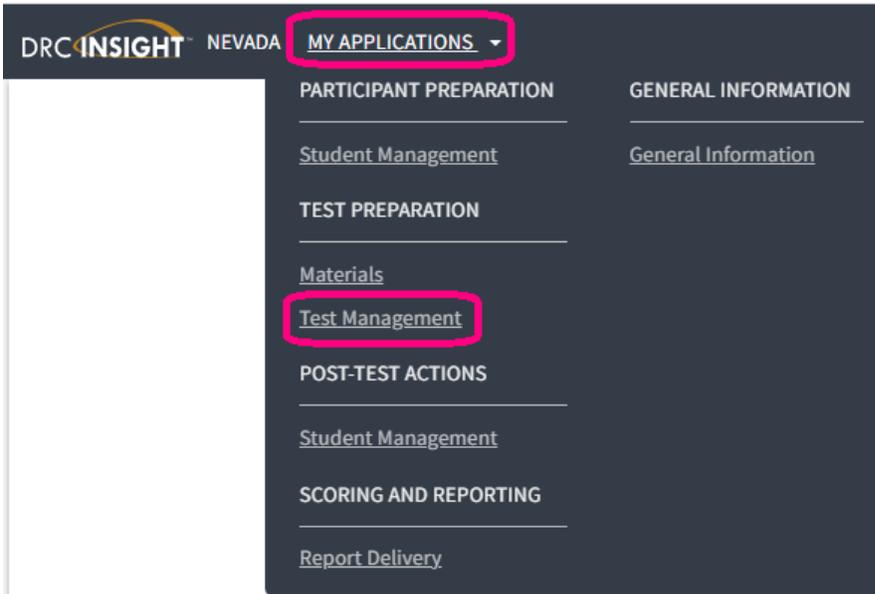


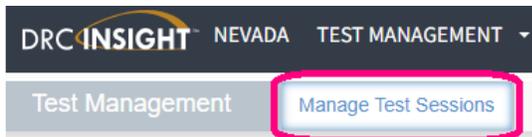
# How to Print a Single Test Ticket for a Student

## DRC Nevada

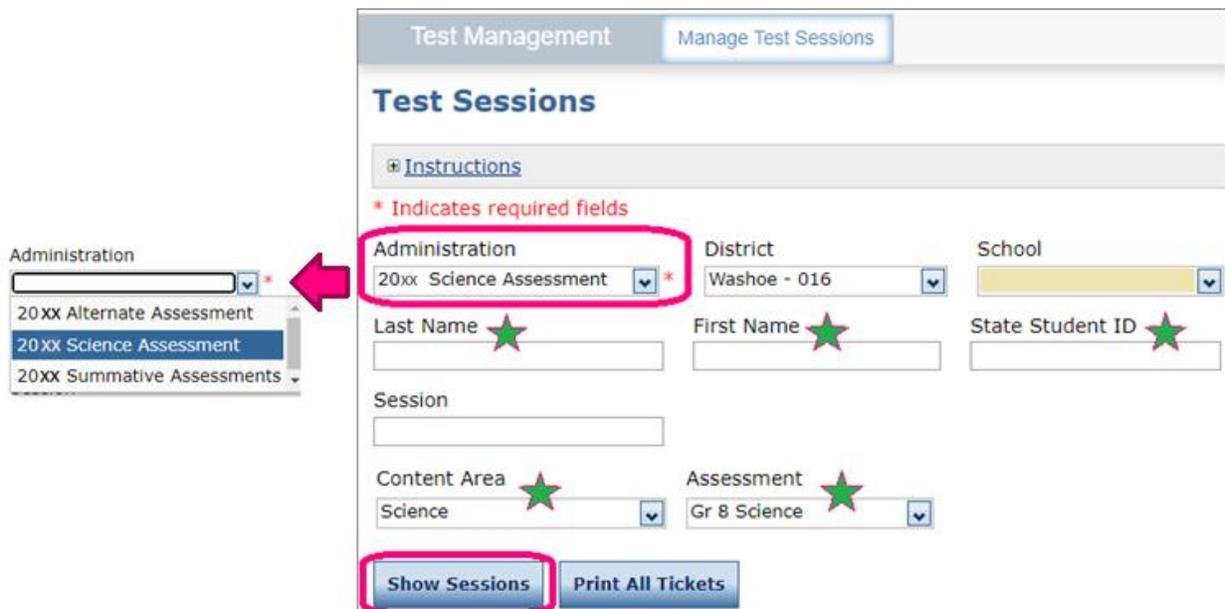
1. Login to DRC INSIGHT Portal, <https://nv.drctdirect.com/>
2. Click on **My Applications** and then click **Test Management**



3. Click on **Manage Test Sessions**



4. Select the **Administration** from the filter options, then click **Show Sessions**. This will bring up all test sessions for the administration (Science Assessment, Alternate Assessment, or Summative Assessment).

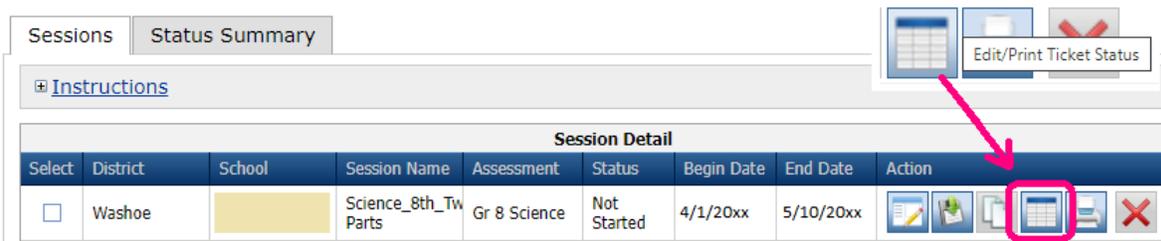


Step 4: **Test Management > Manage Test Sessions > Administration... Show Sessions**

- a. TIP: Filter options will vary based on a school's grade levels and student's eligibility.
- b. ★ Optional filtering: Search for student(s) by **Last Name, First Name, State Student ID, or session details (Content Area, Assessment)**.

**\*REMINDER:** Do not print test tickets from the Session Name "DO NOT USE". If a student re-enrolls and is not yet assigned to active test sessions, contact Assessment Support to move the student into appropriate test sessions and generate new test tickets.

5. Next, you will click on the fourth icon in the action column  (Edit/Print Ticket Status). A new window will open showing the students in that test session.



6. Click the checkbox to the left of the student who you would like to print a test ticket for and then click **Print Selected**. A new window will open with a pdf of the selected student's ticket to print.

**\*REMEMBER:** Pop-up blocker must be disabled to run these operations.

