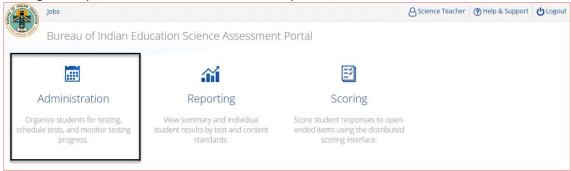
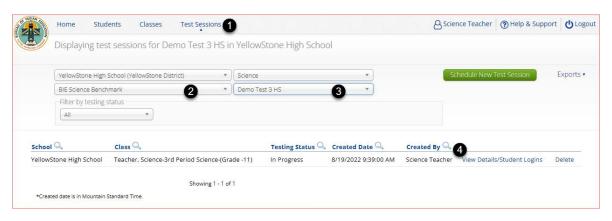
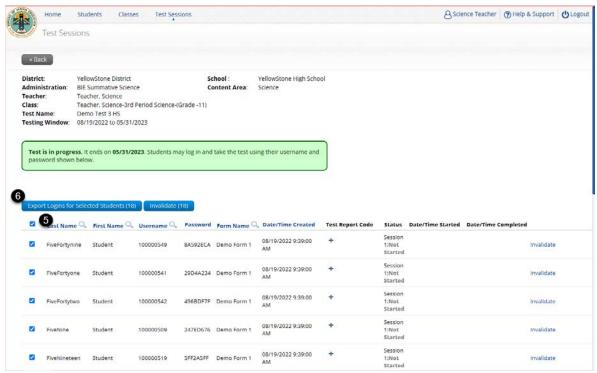


PRINTING STUDENT LOGINS

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 BIE Science Assessment Portal









Export Logins
Select a format of the export: ● PDF ○ CSV 7
Select the number of logins to be printed:
8 logins per page ▼
Export Cancel

To print test logins for a test session:

- 1. In Administration click on Test Sessions.
- 2. Select the desired **program** (BIE Science Benchmark or BIE Science Assessment) from the program drop-down menu.
- 3. Select a **test** from the test drop-down menu. The test sessions for that test will be displayed.
- 4. Click on View Details/Student Logins for the test session student logins are being printed.
- 5. On the test session details page, select the students individually by checking the box next to their name or check the box at the top of the student list to select all students.
- 6. Click Export Logins for Selected Students
- 7. 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.
- 8. **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, Science Class Name: Teacher, Science-3rd Period Science-(Grade -11) Test Name: Demo Test 3 HS Testing Window: 8/19/2022 to 5/31/2023					
Student Name	Date of Birth	Username	Password	Accommodations	
FiveFortynine, Student	3/6/1999	100000549	8A592ECA		
FiveFortyone, Student	2/26/1999	100000541	29D4A234		
FiveFortytwo, Student	2/27/1999	100000542	496BDF7F		
FiveNine, Student	1/25/1999	100000509	247ED676		
FiveNineteen, Student	2/4/1999	100000519	5FF2A5FF		
FiveOne, Student	1/17/1999	100000501	8DD9744D		
FiveSeven, Student	1/23/1999	100000507	5C937574		

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







Fivefortynine, Student	Fivefortyone, Student
DOB:3/6/1999	DOB:2/26/1999
Demo Test 3 HS	Demo Test 3 HS
Username: 100000549	Username: 100000541
Password: 8A592ECA	Password: 29D4A234
Fivefortytwo, Student	Fivenine, Student
DOB:2/27/1999	DOB:1/25/1999
Demo Test 3 HS	Demo Test 3 HS
Username: 100000542	Username: 100000509
Password: 496BDF7F	Password: 247ED676

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