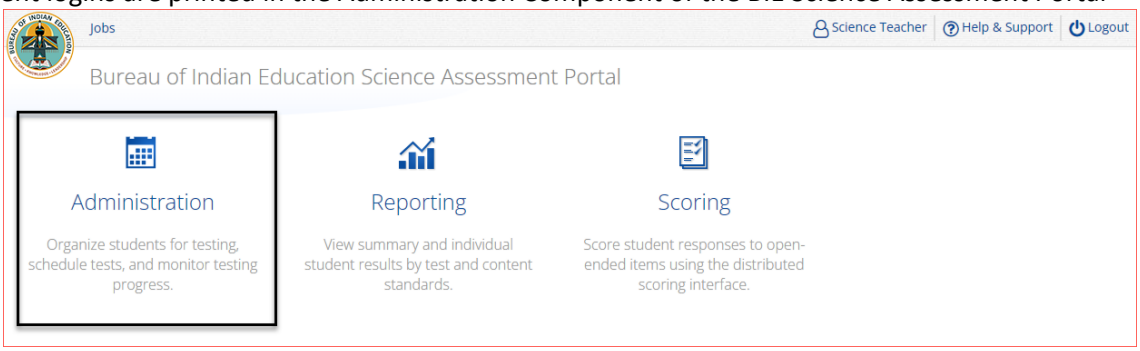
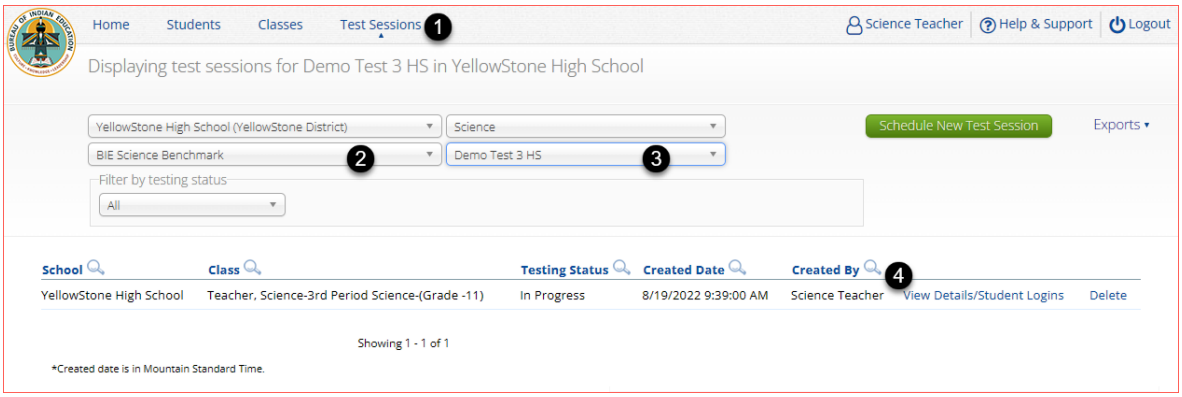
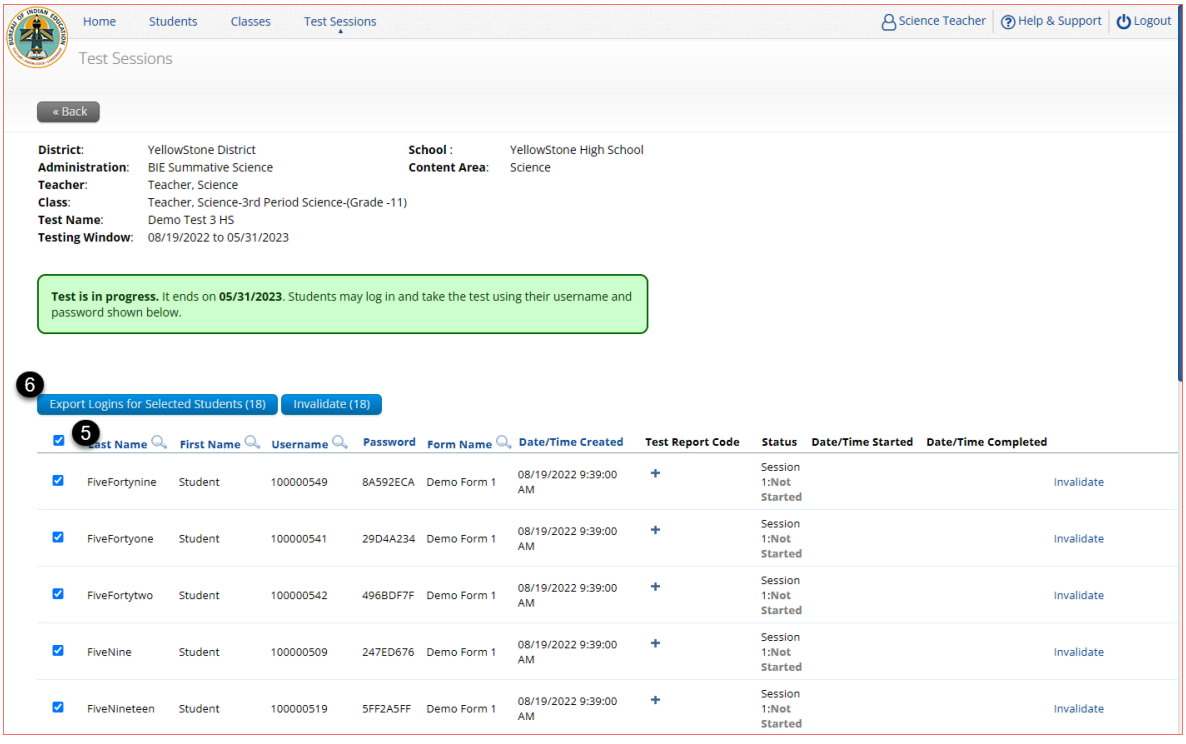
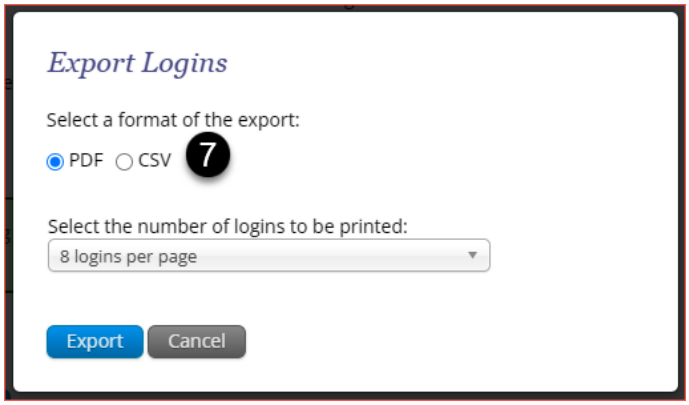
PRINTING STUDENT LOGINS

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









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

