

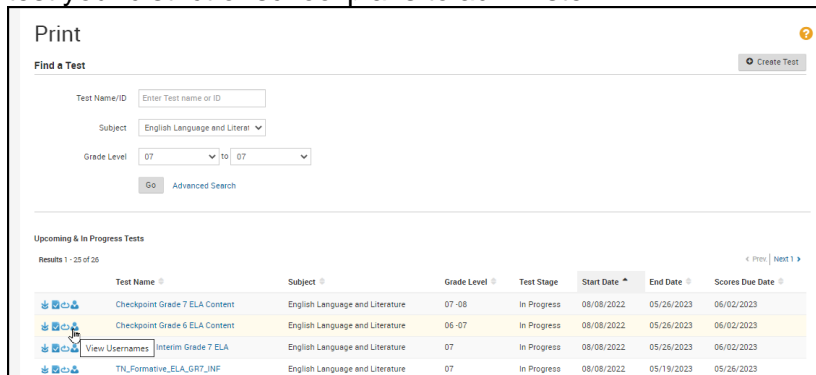
Locating Student Usernames and Temporary Passwords

Quick Reference Card

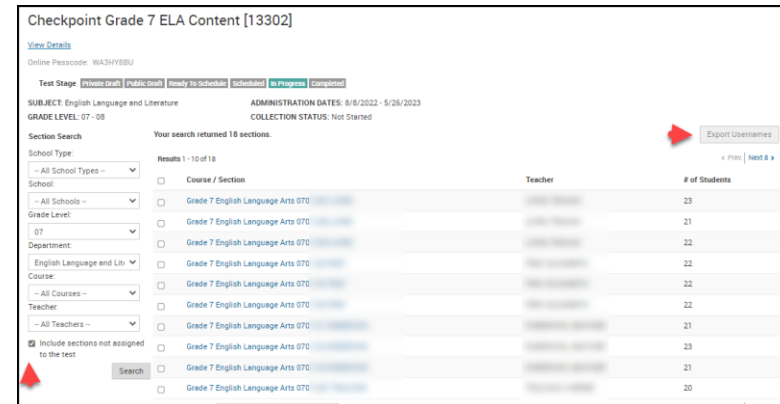
Locating Student Usernames and Temporary Passwords

Audience: District Testing and District Level Users; Building Testing and Building Level users.

1. Choose **Assessments > Print** in the blue navigation sidebar
2. Use the field at the top to filter to the test you are trying to locate. Click the **View Usernames** (person) icon next to the test your district or school plans to administer.



3. On the **User Names** page, use the filters to locate the sections you want to work with; click the **Include sections not assigned to the test** if you are unsure if the test has been assigned all the way down to the student.s



Course / Section	Teacher	# of Students
<input type="checkbox"/> Grade 7 English Language Arts 07C	[Teacher Name]	23
<input type="checkbox"/> Grade 7 English Language Arts 07D	[Teacher Name]	21
<input type="checkbox"/> Grade 7 English Language Arts 07E	[Teacher Name]	22
<input type="checkbox"/> Grade 7 English Language Arts 07F	[Teacher Name]	22
<input type="checkbox"/> Grade 7 English Language Arts 07G	[Teacher Name]	22
<input type="checkbox"/> Grade 7 English Language Arts 07H	[Teacher Name]	22
<input type="checkbox"/> Grade 7 English Language Arts 07I	[Teacher Name]	21
<input type="checkbox"/> Grade 7 English Language Arts 07J	[Teacher Name]	23
<input type="checkbox"/> Grade 7 English Language Arts 07K	[Teacher Name]	21
<input type="checkbox"/> Grade 7 English Language Arts 07L	[Teacher Name]	20

4. Click on the Class name to see usernames and temporary passwords for just one section; click on the checkbox next to the section name and choose **Export Usernames** from the top right to view manage multiple sections.