

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.

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Test M	Name/ID En	ter Test name or ID						
	Subject Er	glish Language and Literat 🗸						
Gra	ade Level 07	✓ to 07	~					
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pcoming & In Pr Results 1 - 25 of 20 상 및 안 &	rogress Tests 5 Test Name Checkpoir	Advanced Search	Subject © English Language and Literature	Grade Level © 07-08	Test Stage In Progress	Start Date * 08/08/2022	End Date © 05/26/2023	< Prev. Next Scores Due Date @ 06/02/2023
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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

Checkpoint Grade	7 EL/	A Content [13302]		
View Details				
Online Passcode: WA3HY8BU				
Test Stage Private Draft Public	Draft Rea	dy To Schedule Scheduled In Progress Completed		
SUBJECT: English Language and L	iterature	ADMINISTRATION DATES: 8/8/2022 · 5/26/2023		
GRADE LEVEL: 07 - 08		COLLECTION STATUS: Not Started		
Section Search	Your se	earch returned 18 sections.		Export Usernames
School Type: Result		s1 - 10 of 18	< Prev. Next 8 >	
All School Types 🗸 🗸		Course / Section	Teacher	# of Students
School:		course / section	reaction	* or another the
All Schools 🗸 🗸		Grade 7 English Language Arts 070		23
Grade Level:	•	Grade 7 English Language Arts 070		21
07 V Department:		Grade 7 English Language Arts 070		22
English Language and Lite 🗸	0	Grade 7 English Language Arts 070		22
Course		Grade 7 English Language Arts 070		22
All Courses 🗸 🗸				
Teacher	0	Grade 7 English Language Arts 070		22
All Teachers 🗸 🗸	0	Grade 7 English Language Arts 070		21
Include sections not assigned to the test		Grade 7 English Language Arts 070		23
Search	0	Grade 7 English Language Arts 070		21
-	0	Grade 7 English Language Arts 070		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.