Pearson Printing all student Usernames and temporary passwords by grade

Print all student usernames and temporary passwords by grade.

This path can be utilized by DTC/DLU or BTC/BLY.

Using the <u>blue left-hand navigation</u> menu choose:

- Assessments>Print
- Search for and click the View Usernames icon in next to the Secure Tester – Validate Application Install Summer 2024 test **

| Assessments | ^ | | | |
|----------------------------|---|---------------------------|-------------------------|-------------|
| Assessment Dashboard | i | | | |
| TESTS | | | | |
| Q, Find | | Test Name/ID | secure | 1 |
| + Create - | | Subject | All subjects 🗸 | |
| ITEMS, RUBRICS AND PASSAGE | s | Our de Levrel | | |
| Q Find - | | Grade Level | ✓ to | ~ |
| 🚍 Item Banks | | | Go Advanced Search | |
| + Create | | | | |
| 😁 Test Co-Authoring | | Upcoming & In Progress Te | ests | |
| Track Completion Bates | | Results 1 - 1 of 1 | | |
| Hack completion hates | | Test Na | me 🌩 | Subject 🄍 |
| Score Responses | | 😸 🔽 🕹 🕹 Secure 1 | Tester - Validate | Life and Ph |
| Print | | View Username | ion Install Summer 2024 | |

** these steps will work utilizing any test published by TDOE.

On the User Names page:

- Select the Grade Level and Department = Mathematics
- Check Include all sections not assigned to the test
- Click Search
- Choose all Course/Sections (check box under results)
- Click Export Usernames

| User Names 📀 | | | | | | | |
|--|--|---------|------------------|--|--|--|--|
| Secure Tester - Validate Application Install Summer 2024 [34980] | | | | | | | |
| View Details | | | | | | | |
| Test Stage Private Darit Public Darit Ready To Schedule Schedule In Progress Completed | | | | | | | |
| SUBJECT: Life and Physical Science GRADE LEVEL: 03 | s ADMINISTRATION DATES: 3/1/2024 - 7/30/2024 COLLECTION STATUS: Not Started | | | | | | |
| Section Search | four search returned over 500 sections. Please refine your search criteria. | | Export Usernames | | | | |
| School Type: | « First « Prev. Next 10 » Last » | | | | | | |
| All School Types 👻 School: | Course / Section | Teacher | # of Students | | | | |
| All Schools 🗸 🗸 | Grade 3 English Language Arts G01300 RT001 | | 25 | | | | |
| Grade Level: | Grade 3 English Language Arts G01300 RT002 | | 25 | | | | |
| 03 V | Grade 3 English Language Arts G01300 RT001 | | 26 | | | | |
| Mathematics Y | Grade 3 English Language Arts G01300 RT002 | | 27 | | | | |
| Course: | Grade 3 English Language Arts G01300 BT001 | | 23 | | | | |
| All Courses 👻 | | | 2.0 | | | | |
| Teacher: | Grade 3 English Language Arts G01300 H1001 | | 23 | | | | |
| All Teachers 👻 | Grade 3 English Language Arts G01300 RT001 | | 24 | | | | |
| Include sections not assigned to the test | Grade 3 English Language Arts G01300 RT002 | | 22 | | | | |
| Search | Grade 3 English Language Arts G01300 RT003 | | 14 | | | | |
| | Grade 3 English Language Arts G01300 RT001 | | 11 | | | | |

The file will display in the notification (bell icon) top right when the ready for download.

If student passwords have been bulk assigned OR set by student, the password column will display "Password set by Student".

