Batch Printing of Student Assessments in the DRC INSIGHT Portal

The **Batch Printing** feature in the DRC INSIGHT Portal allows users to select, view, and print assessed student data.

Users should only select and print assessments for the students they are responsible for.

Open the MY APPLICATIONS menu and click on Report Delivery.

	MY APPLICATIONS	
	PARTICIPANT PREPARATION	SCORING AND REPORTING
Welcome to the DRC I	Student Management	Report Delivery
The Office of Superintendent of Dublic	Teacher Management	GENERAL INFORMATION
The Onice of Superintendent of Public	User Management	
This website enables you to access lin AIM) program. General Information is a	TEST PREPARATION	General Information rmat
If you need assistance, please contact	Administration Setup	00.5
WA-AIM Training Materials	Test Management	
The WA-AIM training materials can be	POST-TEST ACTIONS	
http://www.k12.wa.us/Assessment/W/		ucate
	Student Management	
ACCESS THE DATA COLLECT		AIA

Click on the **Batch Printing** tab.



To find student(s), select the required fields **Administration**, **District**, **School**, **Report** and **Language**. Then click the Find Students button or click **Clear** to clear all fields and start over.

* Indicates rec	quired fields									
Administration	1		District		School					
Spring 2018 W	A-AIM	✓	DRC Use Only - Sample	District - 999 🗸 *	DRC Us	e Only - EPM Sample	School	• 🕶 *		
Report			Language		Grade					
Assessed Stude	nt Data	*	Language	*				*		
Last Name			First Name							
State Student	ID s Clear		Session							
				Students						
Select	Last Name	- A F	First Name	State StudentID		Date Of Birth		Grade	Action	

Choose from the above filters and click on 'Find Students' to view matching 'Students'

The search results will be displayed in the **Students** grid below. To sort the grid, click on a column header.

Students							
Select	Last Name 🔺	First Name	State StudentID	Date Of Birth	Grade 🔺	Action	
	EPMA	EXAMPLE	555555555	01/01/2003	10	7 🕙	

To open an individual student's data in the Students Grid, click the **Open PDF** action icon from the **Action** column.

	Students								
Select	Last Name 🔺	First Name 🔺	State StudentID	Date Of Birth	Grade	Action			
	EPMA	EXAMPLE	555555551	01/01/2003	10	7 🕑			

To open assessment data for multiple students, click on the boxes from the **Select** column.

	Students						
Select	Last Name 🔺	First Name 🔺	State StudentID	Date Of Birth	Grade 🔺	Action	
	ЕРМА	EXAMPLE	555555551	01/01/2003	10	-	

If no student data is available when you click the **Open PDF** action button, a message box will appear:

WA-AIM Spring 2018 FINAL ASSESSMENT					
Student:	EXAMPLE EPMA	Student ID:	5555555551		
Student Grade:	10				
District: DRC Use Only – Sample District					
School: DRC Use Only - EPM Sample School					
There is no assessment data available for this student.					

To open selected search results, click **Open Selected** button.

To save selected search results, click **Save Selected** button.

Last Name 🔺	First Name 🔺	State StudentID	Date Of Birth	Grade 🔺	Action
					Headin
EPMA	EXAMPLE	555555555	01/01/2003	10	7

You may open the PDF to print.

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