

How to.....



Add Students Individually

1. Test Set-up
2. Manage Students
3. Fill in information at top: First, last name, State ID number, grade
3. Add Students (very bottom of screen)
4. Fill in all necessary information
5. Save or Save & Add Another

Add Multiple Students


See directions in [“WIDA Assessment Management System \(WIDA AMS\) User Guide, Part 1 pp. 47-49”](#) or in [“WIDA Assessment Management System \(WIDA AMS\) User Guide, Part 2 pp. 25-27”](#)

Add Students to Test Sessions


1. Test Sessions
2. Show Sessions
3. Click view/edit icon  next to the test session that you want to add the student
4. Search for student by filling last and first name
5. Find Student
6. Click on the student in the “available students” box
7. Click the right arrow  to move the student over into the test session
8. Search for another student if want to add another
9. Save

Print All Tickets for a Test Session


1. Test Set-up
2. Test Sessions
3. Show Sessions

4. Click on the print icon  next to the session that you want to print
5. Print from the pop-up PDF (make sure to allow pop-ups)


Print Individual/New Student Test Tickets

1. Test Set-up
2. Test Sessions
3. Show Sessions
4. Click the edit/print icon  next to the session that you want to print
5. Click the select box next to each of the students' names that you want to print
6. Print Selected
7. Print from pop-up PDF (make sure you allow pop-ups)

Editing Accommodations for EL Students with an IEP

1. Test Set Up
2. Manage Students
3. Fill in last and first name
4. Find Students
5. Click on the view/edit icon 
6. Accommodations tab
7. Choose accommodations by clicking on the boxes next to the accommodations needed
8. Save

Look at Students' Tiers

1. Test Set-up
2. Test Sessions
3. Click the view/print tier placement icon next to the writing session you want 
4. Print from PDF pop-up (make sure you allow pop-ups)