# How to print SAGE Test Login Tickets
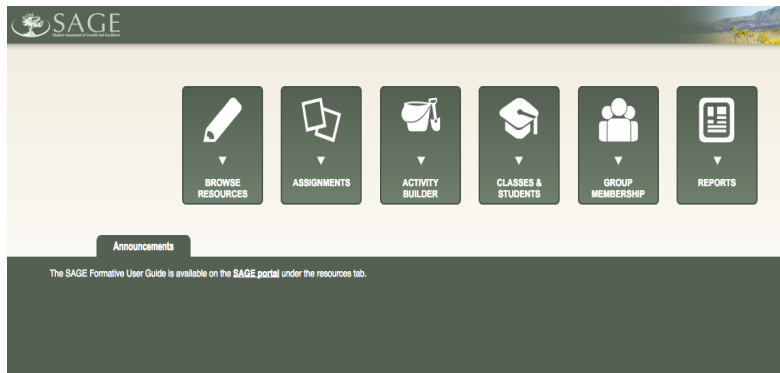
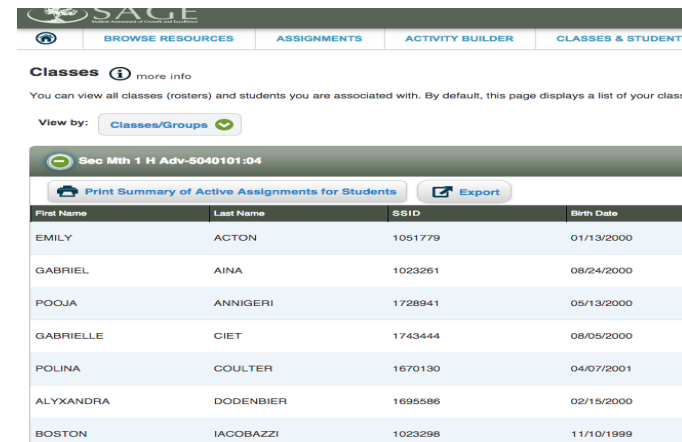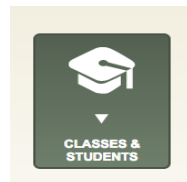| | |
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| 1. **Go to the SAGE Portal**: http://www.sageportal.org.<br>2. **Click Teachers>SAGE Formative>Login**<br>   a. Username is teacher's district email address.<br>   b. The password is a password you chose when setting up your account.<br>   c. If you cannot log into SAGE Formative, please see your school Ed Tech. | 4. **Click the + sign** next to each class listed to open up a list of all of your students.<br><br>View by: Classes/Groups<br>⊕ Sec Mth 1 H Adv-5040101:04<br>⊕ Sec Mth II H-5036005:08<br>⊕ Sec Mth 1 H Adv-5040102:05<br>⊕ Sec Mth II-5035008:03<br>⊕ Sec Mth II-5035006:06<br>⊕ Sec Mth II H-5036004:02 |
| 2. Once logged into the portal a menu of choices is presented.<br><br>SAGE<br>BROWSE RESOURCES · ASSIGNMENTS · ACTIVITY BUILDER · CLASSES & STUDENTS · GROUP MEMBERSHIP · REPORTS<br>Announcements<br>The SAGE Formative User Guide is available on the **SAGE portal** under the resources tab. | 5. Your screen will look like the image below.<br><br>SAGE<br>BROWSE RESOURCES · ASSIGNMENTS · ACTIVITY BUILDER · CLASSES & STUDENTS<br>Classes ⓘ more info<br>You can view all classes (rosters) and students you are associated with. By default, this page displays a list of your classes<br>View by: Classes/Groups<br>⊖ Sec Mth 1 H Adv-5040101:04<br>Print Summary of Active Assignments for Students · Export<br><br>| First Name | Last Name | SSID | Birth Date |<br>|---|---|---|---|<br>| EMILY | ACTON | 1051779 | 01/13/2000 |<br>| GABRIEL | AINA | 1023261 | 08/24/2000 |<br>| POOJA | ANNIGERI | 1728941 | 05/13/2000 |<br>| GABRIELLE | CIET | 1743444 | 08/05/2000 |<br>| POLINA | COULTER | 1670130 | 04/07/2001 |<br>| ALYXANDRA | DODENBIER | 1695586 | 02/15/2000 |<br>| BOSTON | IACOBAZZI | 1023298 | 11/10/1999 | |
| 3. **Click on the Classes & Students button**.<br><br>CLASSES & STUDENTS | 6. **Print the page! Do not click export data. Just print the page as you would any webpage.**<br><br>7. **Cut into strips!** |