

Canyons School District Education Technology Department 9361 S. 300 E. Sandy, UT 84070 Help Desk: 801-826-5544

Printing SAGE Tickets in Teacher Account

Visit **<u>sageportal.org</u>**. Choose your role: Teacher or Test Administrator. Then select 'TIDE'.



Choose 'Rosters' and select 'VIEW/EDIT/EXPORT ROSTER'.

20	Find Student by ID (
Preparing for Testing	Administering Tests
Student Information	Monitoring Test Progress
Rosters 🔨 🔿	
Add Rosters	
View/Edit/Export Roster	
2 Upload Rosters	
View/Edit Special Code	

Change User Defined to 'SYSTEM DEFINED'. Click Search

Preparing for Testing 😱 Administering Tests	Find Student by ID	
itudent Information 🗸 Rosters 🗸 View/Edit Special Code 🗸		
/iew/Edit Rosters		
Use this page to view, edit, or delete rosters. more info -		
 Search for Rosters to Edit 		
Search for Rosters to Edit 'LEA: 42 - CANYONS DISTRICT	*Roster Type: System Defined 🔹	
*LEA: 42 - CANYONS DISTRICT	*Roster Type: System Defined Select all	



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Check the box next to your class roster. Click the Print button.

🚯 🙆 Preparing for Testing 🔬 Administering Tests	Find Student by ID	
Student Information V Rosters V View/Edit Special Code V		
View/Edit Rosters		
O Use this page to view, edit, or delete rosters. more info →		
+ Search for Rosters to Edit		
Roster on, you may print 50 students at a time.		
Test Tickets	Enter search terms to filter search result	s q
Student Settings and Tools		
Fifth HRM-05HRM051:01	05 28	

Choose Roster then print. NOTE: Your test tickets will appear with only numbers for security purpose. After clicking print, your test tickets will download as a PDF.

*You may also print a Roster and Student Settings and Tools list here.

Print Cancel Print Options 2	Choose a Test ● 5 x 2 ○ 3 x 2	t Ticket layout: 2x2 1x1	
Roster 1 Test Tickets	1	2	
Student Settings and Tools	3	4	