How to Print AAPPL Test Tickets
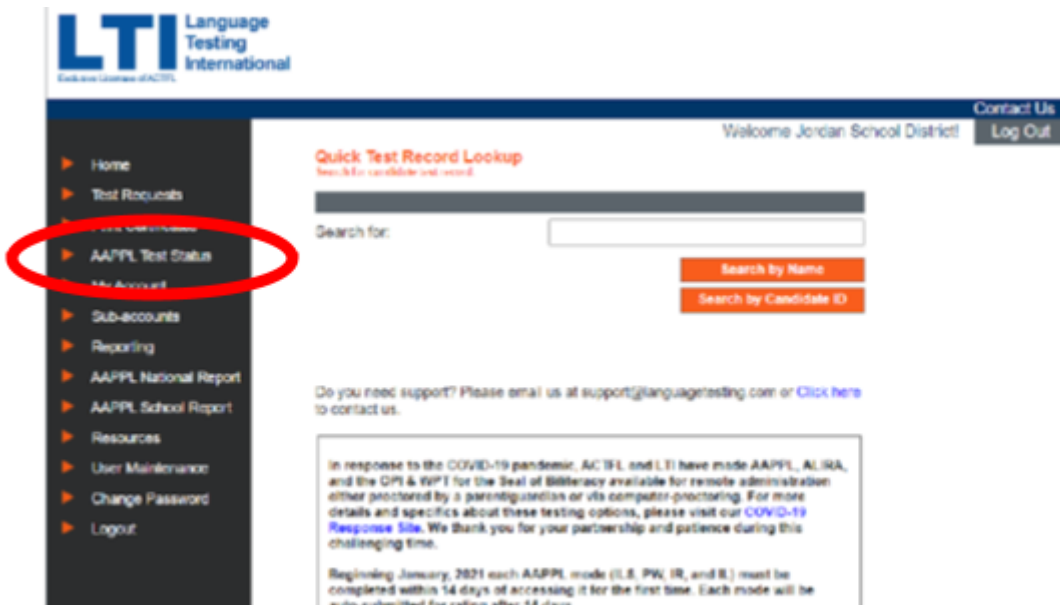
1. Log on to the [LTI website](#).
   a. There are two accounts for testing. Tests that the state pays for, and tests that the district pays for. If you have requested additional tests (more than the state will pay for) you will need to use a second login to access the additional tests.
2. Click on 'AAPPL Test Status'

3. Leave the dates already in the 'From' and 'To' fields, and then click on 'Search.'

4. You do not need to sort, unless you are looking for a specific student.
   a. If you are a department chair, you may need to sort to find a specific student that you are looking to print. In that case, find student by entering their name in the name fields, and continue following directions below.
   b. If you are a teacher printing your own tickets, you will need to check the 'Teacher' box and type your nap in the search field.
5. Click on 'Print Labels (Tests Not Started)'
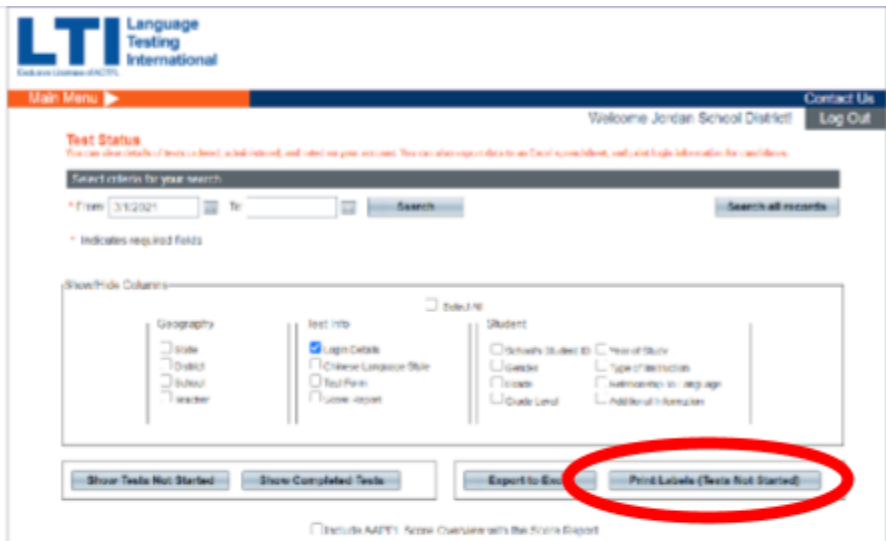
6. A new window will pop up. Select 'PDF' from the dropdown menu. Then click 'Export.'
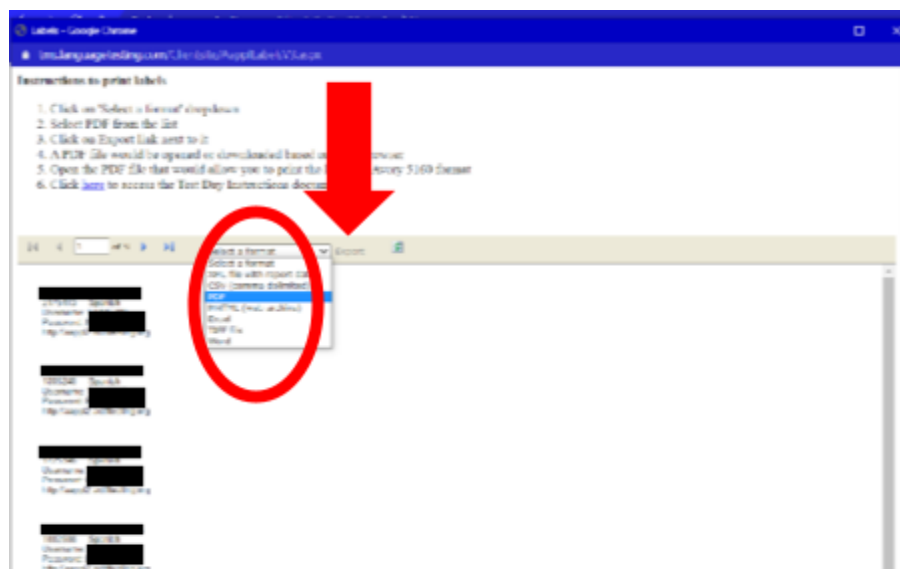
7. Save the file to your computer. You can now print the PDF file you saved to your computer onto Avery 5160 Labels.
8. Please contact Kassidy Towery at kassidy.towery@jordandistrict.org with any questions you may have, or for login information.