Using Your E-SESS Administrator Account to Generate Assessment Reports
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**Introduction**

Once your students are registered in the E-SESS system, you will receive an e-mail message (from info@techfluency.org) with your Test Site Administrator log in and password information. As the Test Site Administrator, you are the central contact for your site, and this information will allow you to access the E-SESS assessment system and view, e-mail, and print student assessment log in information and several summative reports.

Prior to the day of the test, you will need to access E-SESS and generate the Test Tickets report. This report contains “test tickets” for each registered student. Once the report is generated, you will be able to view/e-mail/print the report and distribute the test tickets appropriately.

After the test, you will log into E-SESS again to access the other assessment reports:

**Test Site Administrator Steps to Log in to Your E-SESS account.**

1. Follow the link provided in the e-mail message ([https://secure.techfluency.org/esess/Admin/](https://secure.techfluency.org/esess/Admin/))
2. Enter the organization information provided in the e-mail message in the Organization field.
3. Enter your password in the Password field.
4. Click the Log In button. The Administrative Menu will be displayed.
**Administrative Menu**

The Administrative Menu provides access to several reports and the Help menu.
**Steps to E-mail/Print Test Tickets Report**

Prior to the day of the test, you will need to access E-SESS and generate the Test Tickets report. This report contains “test tickets” for each registered student. Once the report is generated, you will be able to view/e-mail/print the report and distribute the test tickets appropriately.

The Test Tickets report generates an alphabetical, block-format list of participant names and passwords. **Note that only unused tickets are generated.** The report is designed to be printed. Each login information block can be cut out and distributed to the participants or test proctors.

This report can be created using filters. If no filters are used, the default Test Tickets Report lists all participants for a given organization.

To use the Test Tickets Report:

1. Click **Reports**.
2. Click **Test Tickets**. The Test Tickets Report opens in a new window.

3. Filter the report.
   a. Click the + to expand the filter.
   b. Click the **drop-down arrows** to set the range.

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**Note:** The Optional Filters displayed will vary.

*Make selections based on your organization and demographics.*
The first filter is "Pagebreak on." This filter enables the report to insert a page break on designated demographic (for example, “Search by Last Name”). The login cards are then grouped by that demographic; each new demographic prints on a new page with a header listing the demographic.


5. Print, e-mail, or save the report as a pdf by following one of the steps below.
   a. (recommended) Click the PDF Version button to create a pdf version of the report.
   b. Click the Printable button to see a printable version of the report in your browser window.
   c. Enter an e-mail address to e-mail the report to yourself or someone else.
Assessment Scores Report
This report enables administrators to quickly see what each participant scored on a particular assessment. The report also provides the date that the assessment was completed and the status (accessible or locked).

To use the Assessment Scores Report:

1. Click Reports from the Administrator Menu, (see Page 2 for instructions on accessing the Administrator Menu).

Note: The Optional Filters ("Search by" options) displayed will vary.
Make selections based on your organization and demographics.
Using Your E-SESS Administrator Account to Generate Assessment Reports

Assessment Scores Report

<table>
<thead>
<tr>
<th>Number</th>
<th>Participant Name</th>
<th>Assessment Type</th>
<th>Assessment Name</th>
<th>Percent Correct</th>
<th>Date Completed</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>K</td>
<td>Traditional</td>
<td>(Pretest) Workplace Readiness Skills for the Commonwealth 2011</td>
<td>N/A</td>
<td>Not begun</td>
<td>Accessible</td>
</tr>
<tr>
<td>2</td>
<td>B</td>
<td>Traditional</td>
<td>(Pretest) Workplace Readiness Skills for the Commonwealth 2011</td>
<td>N/A</td>
<td>Not begun</td>
<td>Accessible</td>
</tr>
<tr>
<td>3</td>
<td>D</td>
<td>Traditional</td>
<td>(Pretest) Workplace Readiness Skills for the Commonwealth 2011</td>
<td>N/A</td>
<td>Not begun</td>
<td>Accessible</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Traditional</td>
<td>(Pretest) Workplace Readiness Skills for the Commonwealth 2011</td>
<td>77 / 100 (77%)</td>
<td>10/13/2011</td>
<td>Locked</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>Traditional</td>
<td>(Pretest) Workplace Readiness Skills for the Commonwealth 2011</td>
<td>41 / 100 (41%)</td>
<td>10/13/2011</td>
<td>Locked</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>Traditional</td>
<td>(Pretest) Workplace Readiness Skills for the Commonwealth 2011</td>
<td>N/A</td>
<td>Not begun</td>
<td>Accessible</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>Traditional</td>
<td>(Pretest) Workplace Readiness Skills for the Commonwealth 2011</td>
<td>59 / 100 (59%)</td>
<td>10/13/2011</td>
<td>Locked</td>
</tr>
</tbody>
</table>
**Grade Report**

*(Note: the Grade Report can only be generated for assessments with set cut scores. For other assessments, use the Assessment Scores Report. Refer to Page 5 for instructions.)*

This report enables administrators to quickly see what each participant scored on a particular assessment.

To use the Grade Report:

1. Click **Reports** from the Administrator Menu, (see Page 2 for instructions on accessing the Administrator Menu).
2. Click **Grade Report**. The Grade Report opens in a new window.

![Grade Report Image]

5. Select the assessment from the drop-down list.
6. Click an option under **Grade Scale**.
7. Click **Submit**. The Grade Report is displayed.

The report lists:

- the name of the assessment
- assessment description (if given)
- exam type
• grade scale (if there is one)
• participants' names (ordered alphabetically by last name)
• participants' scored percentage (23/34)
• participants' letter grades

8. Print, e-mail, or save the report as a pdf or Excel file by following one of the steps below.
   a. Click the **Printable** button to see a printable version of the report in your browser window.
   b. Enter an e-mail address to e-mail the report to yourself or someone else.
   c. Click **Excel Output** to open the report as an Excel (Office 2003) file. This file can be saved on your local computer and distributed as needed.
   d. Click the **PDF Version** button to create a pdf version of the report.

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**Grade Report**

Name: Workplace Readiness Skills for the Commonwealth 2011
Type: Traditional Assessment
Filters: School (Henrico High School)

Grade Scale:
- Pass: 100 - 75 % *
- Fail: 74 - 0 %

<table>
<thead>
<tr>
<th></th>
<th>First Name</th>
<th>Last Name</th>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Student’s first name</td>
<td>Student’s last name</td>
<td>89 / 100(89)%</td>
<td>Pass</td>
</tr>
<tr>
<td>2</td>
<td>Student’s first name</td>
<td>Student’s last name</td>
<td>84 / 100(84)%</td>
<td>Pass</td>
</tr>
<tr>
<td>3</td>
<td>Student’s first name</td>
<td>Student’s last name</td>
<td>76 / 100(76)%</td>
<td>Pass</td>
</tr>
<tr>
<td>4</td>
<td>Student’s first name</td>
<td>Student’s last name</td>
<td>70 / 100(70%)</td>
<td>Fail</td>
</tr>
<tr>
<td>5</td>
<td>Student’s first name</td>
<td>Student’s last name</td>
<td>89 / 100(89)%</td>
<td>Pass</td>
</tr>
<tr>
<td>6</td>
<td>Student’s first name</td>
<td>Student’s last name</td>
<td>76 / 100(76)%</td>
<td>Pass</td>
</tr>
<tr>
<td>7</td>
<td>Student’s first name</td>
<td>Student’s last name</td>
<td>68 / 100(68%)</td>
<td>Fail</td>
</tr>
</tbody>
</table>
Assessment Statistics Report
The Assessment Statistics report provides data about a specific assessment. Data includes:

- number of participants who have taken the assessment
- date range of the assessment administration
- time limit for the assessment, if applicable
- minimum and maximum score possible
- low, high, mean, median, and mode scores
- standard deviation
- range and interquartile range
- lowest number, highest number, and average number of items answered
- shortest time, longest time, and average time used to complete the assessment
- score distribution by range

To generate the report

1. Select Assessment Statistics Report from the Administrator Menu (see Page 2 for instructions on accessing the Administrator Menu). You will see a list of filters to use for generating the report.

2. Select the appropriate assessment.
3. Filter the report, if desired.
   a. Click the assessment name to filter by a specific assessment or set of assessments. To select more than one assessment, press and hold the Control key while clicking the assessment name.
b. Click the + to expand the filter.
c. Click the drop-down arrows to set the range.

5. Print, e-mail, or save the report as a pdf or Excel file by following one of the steps below.
   a. Click the **Printable** button to see a printable version of the report in your browser window.
   b. Enter an e-mail address to **e-mail** the report to yourself or someone else.
   c. Click **Excel Output** to open the report as an Excel (Office 2003) file. This file can be saved on
      your local computer and distributed as needed.
   d. Click the **PDF Version** button to create a pdf version of the report.
Standards Performance Summary with Graphs Report

This report enables administrators to see how the aggregate data of all participants on each standard. The report lists the standard set and provides a graph of the percent correct for each standard element.

To use the Standards Performance Summary with Graphs report:
1. Click Reports from the Administrator Menu, (see Page 2 for instructions on accessing the Administrator Menu).

Note: The list of Assessments and Standard Sets may be different from the ones on this sample screen.

3. Select a standard set from the drop-down list.
   • To select additional levels of the standard set, click **Down** or **Up**. The information displayed will be used as the standard set filter.

Note: The Filters and “Search by” options will vary.

Make selections based on your organization and demographics.
4. Select an assessment.
5. Select the demographic breakdowns (optional).
6. Select which standards to be shown: all standards, only standards at or below a specified level, or only standards at or above a specified level.
7. Filter the report.
   a. Click the checkbox to include only scored items, include only standards with results, or to accumulate results for all levels.
   b. Click the drop-down arrows to set an assessment administration date range.
   c. Click the + to expand the other filters.
8. Click Submit.
10. Set the depth of the report by clicking the drop-down arrow.
11. Print, e-mail, or save the report as a pdf or Excel file by following one of the steps below.
   a. Click the Printable button to see a printable version of the report in your browser window.
   b. Enter an e-mail address to e-mail the report to yourself or someone else.
   c. Click Excel Output to open the report as an Excel (Office 2003) file. This file can be saved on your local computer and distributed as needed.
   d. Click the PDF Version button to create a pdf version of the report.
Standards Performance Report

This report enables administrators to view data on participant performance on each standard. Data for each participant includes a listing of the entire standard set with the number correct, number incorrect, number unattempted, and percent correct for each standard element.

To use the Standards Performance report:
1. Click Reports.

Note: The list of Assessments and Standard Sets may be different from the ones on this sample screen.

Select a standard set from the drop-down list.
- To select additional levels of the standard set, click **Down** or **Up**. The information displayed will be used as the standard set filter.
2. Select an assessment.
3. Select the demographic fields to be displayed *(optional)*.
4. Filter the report.

Note: The Filters and “Search by” options will vary.

Make selections based on your organization and demographics.
a. Click the **checkbox** to include only scored items, include only standards with results, or to accumulate results for all levels.
b. Click the **drop-down arrows** to set an assessment administration date range.
c. Click the **participant/participants**. To select multiple participants, press and hold the Control key while clicking participant names with the mouse.
d. Click the + to expand the other filters.

5. Click **Submit**.

6. The Standards Performance report appears.

7. Set the depth of the report by clicking the **drop-down arrow**.

8. Click **Printable** to access a printable Standards Performance report.

9. Click **E-mail** to e-mail the report to designated administrators or other personnel.

10. Click **Excel Output** to open the report as an Excel (Office 2003) file. This file can be saved on your local computer and distributed as needed.

11. Close the Standards Performance window
CTECS Certificate Report

A CTECS Certificate is available for each student with a passing score on the Virginia WRS Assessment. To use the CTECS Certificate report:

1. Click Reports from the Administrator Menu, (see Page 2 for instructions on accessing the Administrator Menu).
2. Click CTECS Certificate.
3. Select an assessment.
4. Filter the report.
5. Click Submit. You will see a report listing students and grades.

Certificate Report

Note: The list of Assessments may be different from the ones on this sample screen.

Grade Report

6. Click PDF Version. You will see a certificate for each student with a passing score.
National Workplace Readiness Skills Certification

Awarded to

Student’s Name

for

Mastery of the

Industry Certified Workplace Readiness Skills

Timothy Wallace
Executive Director, CTECS
Performance Report

The Performance Report enables administrators to view data on participant performance on each standard. Data for each participant may include a listing of the entire standard set with the number and percent correct for each standard element.

To use the Performance report:

1. Click Reports from the Administrator Menu, (see Page 2 for instructions on accessing the Administrator Menu).
3. Select a standards set from the drop-down list.
   - To select additional levels of the standard set, click Down or Up. The information displayed will be used as the standard set filter.
4. Select an assessment.
5. Select the demographic fields to be displayed (optional).
6. Filter the report.
   a. Click the checkbox next to Include only scored items.
   b. Select Summary to view the highest level of performance data or Details to view all levels of performance data.
c. Click the drop-down arrows for **Assessment Date Begin** to set an assessment administration date range (optional).

d. Select **Participants**. To select multiple participants, press and hold the Control key while clicking participant names with the mouse (optional).

e. Click the + to expand the other filters.

7. Click **Submit**.

8. The report is displayed.

9. Click **Printable** to produce a printable report.

10. Click **E-mail** to e-mail the report to designated administrators or other personnel.

11. Click **Excel Output** to open the report as an Excel (Office 2003) file. This file can be saved on your local computer and distributed as needed.

**Participant Information Report**

The Participant Information Report shows any combination of participant information stored in the database. All demographic information, enrollment/start dates, and assessment details are accessible from this report. It is also used to extract a spreadsheet of password and assigned assessment information.

To use the Participant Information report:

1. Click **Reports**.
2. Click **Participant Information**. The Participant Information report opens in a new window.

3. Filter the report, if desired.
   a. Click the + to expand the filter.
   b. Click the drop-down arrows to set the range.
4. Click the **Assessment Details** checkboxes to select additional report information, if desired. Assessment Details include:
   - Assessment Score
Assessment Date Taken
Assessment Time Taken
Billing Date
Assessment Time Taken
Assessment Time Used
Assessment Grade
5. **Select the fields to show in the report.** The report will always include first name and last name, but any demographics can be included.
   a. Click the drop-down arrow beside each field to select the desired information.
   b. Repeat the data selection for each field until all desired information is listed in the fields.
6. Click **Submit.** The Participant Information report appears.
   The report includes all of the information that you selected. The participants are listed in alphabetical order by last name.
   - The onscreen report includes a "Demographic History" button for each participant who has had updated demographics at any point since the initial enrollment.
   - The Demographic History button opens a new pop-up window documenting all demographic changes as arranged by a timeline.
7. Click **Printable** to access a printable Participant Information report.
8. Click **E-mail** to e-mail the report to designated administrators or other personnel.
9. Click **Excel Output** to open the report as an Excel (Office 2003) file. This file can be saved on your local computer and distributed as needed.
Assessment Statistics Summary

The Assessment Statistics Summary report provides data about a specific assessment. Data includes the number of participants who have taken the assessment, number of items on the assessment, the low, high, and average scores.

To use the Assessment Statistics Summary report:

1. Click Reports.

3. Filter the report, if desired.
   a. Click the assessment name to filter by a specific assessment or set of assessments. To select more than one assessment, press and hold the Control key while clicking the assessment name.
   b. Click the + to expand the filter.
   c. Click the drop-down arrows to set the range.
4. Click View. The Assessment Statistics Summary report is displayed.
5. Click **Printable** to access a printable Assessment Statistics report.

6. Click **E-mail** to e-mail the report to designated administrators or other personnel.

7. Close the Assessment Statistics Summary window.
**Assessment Enrollment Report**

The Assessment Enrollment Report shows the total number of students that were enrolled for each form of the test, completed each form of the test, and passed each form of the test.

To use the Assessment Enrollment Report:

1. Click **Reports**.
2. Click **Assessment Enrollment Report**. The report opens in a new window.

3. Use the filters to select a particular school, teacher, etc.
4. Click the **Refresh** button after making selections. Updated data will be displayed.
5. Close the Assessment Enrollment report window.