

# E-SESS Test Login and Navigation Instructions

## Login Ticket

Below is a sample ticket for the online test. Each row on the ticket will be used to access the online test. The most critical row is the Site URL. This needs to be typed into the address bar of the web browser and will take you to the testing site.

|             |                           |
|-------------|---------------------------|
| Site URL:   | www.techfluency.org/esess |
| Org. Name:  | Virginia WRS              |
| First Name: | Sample                    |
| Last Name:  | Sample                    |
| Password:   | Sample                    |

Web address typed in by student to access test

## Test Log In

Below is a screen shot of the test login page. Students will type in the information given on their test tickets here. The information you provide is not case sensitive.

The screenshot shows a login interface for the Technological Fluency Institute. On the left, there is a 'Participant Guide' link (1) with a green circle icon. The main title is 'Log In' in blue. Below the title, the text 'T.F.I.' is visible. The login form contains four input fields: 'Organization' (2) with 'T.F.I.' entered, 'First Name' (3), 'Last Name' (4), and 'Password' (5). A blue 'Log In' button (6) is positioned below the password field. To the right of the form, there is a 'Login Information' box with the text: 'All information is required. Fields are not case sensitive'. Below that is a 'Problems Logging In?' link (7) with a question mark icon and the text: 'If you were given information to log in that does not match what you are being asked for [Click here for assistance](#)'. The Technological Fluency Institute logo is in the top right corner.

1. **Participant Guide.** This link will open the Participant Guide.
2. **Organization.** This information should be provided to you by your administrator. Include spaces where applicable.
3. **First Name.** Type your first name **as it was provided to you** on your password notification paper. You may correct it after you are logged in, if it is inaccurate.
4. **Last Name.** Type your last name **as it was provided to you** on your password notification paper. You may correct it after you are logged in, if it is inaccurate.
5. **Password.** Type your password **as it was provided to you** on your password notification paper. The first and last digits may be letters. All other digits are numbers.
6. **Log In.** Click this button to proceed after you have entered all the necessary information described above.
7. **Problems.** Click this link if this page does not look appropriate for your organization.

## E-SESS Test Login and Navigation Instructions

### Sample Assessment Item

This is an example of an assessment item. After you click the Begin button on the Program Menu, you will see a screen similar to this one.

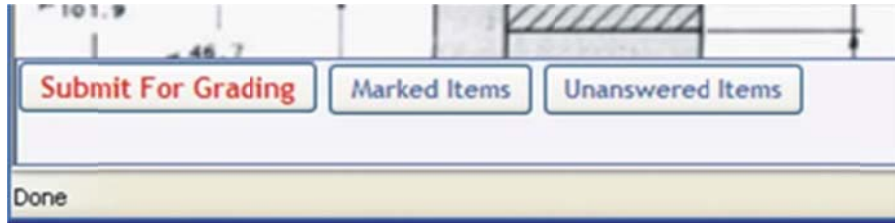
The screenshot shows a web-based assessment interface. At the top, there is a header bar containing: 'Time remaining: 00:59:48' (callout 1), a 'Close Assessment' button (callout 2), a 'Calculator' button (callout 3), and '1 / 50' (callout 4). Below the header is a main content area. It starts with a checkbox labeled 'Mark the item below for review' (callout 5). Underneath, it says 'Chosen Answer: None' (callout 6) in red text. The question text is: '1) When Roger retrieved a client's information and dialed the phone number listed, he discovered the information was incorrect. This is an example of the importance of \_\_\_\_\_ records.' Below the question are four radio button options: 'quality', 'digital', 'archived', and 'required'. At the bottom of the interface is a navigation bar (callout 7) containing: a 'Save Answer' button, a 'Previous' button (callout 8), a 'Go to #' dropdown menu currently showing '1', a 'Next' button, and a 'Review' button.

1. **Time Remaining.** If the test is timed, the time remaining will be displayed here and run down to 0.
2. **Close Assessment.** This button closes the assessment screen and returns you to the Program Menu.
3. **Calculator.** If the calculator is available in the assessment, click this button to gain access to a basic 4-function calculator.
4. **Item Count.** This displays the current item number and the total number of items on the test.
5. **Mark for Review.** Use this check box if you wish to mark the item for review. If you do so, the item will be highlighted in blue on the Review Assessment page. You may mark as many items as you like for review. Items may be answered or left blank when marked for review. It is a visual reminder only. It does not affect the assessment.
6. **Answer Area.** If the item has not been answered yet, red text will indicate this. The item on the screen in this example is a multiple-choice question. You will choose the most appropriate answer from the list by clicking the small circle beside your choice. You may choose only one answer. **You can change your answer selection by clicking a different circle.**
7. **Save Answer.** The Save Answer button will bring up either the next item or the review page.
8. **Navigation.** The navigation buttons allow you to move throughout the test.
  - **Previous.** This button will take you to the previous item unless you are already at the beginning of the assessment.
  - **Go to #.** Clicking on the list of item numbers will take you directly to the selected item.
  - **Next.** This button will take you to the next item or the review page if you have reached the end of the assessment.
  - **Review.** This button takes you to the review page, which will display all items on the page at once.

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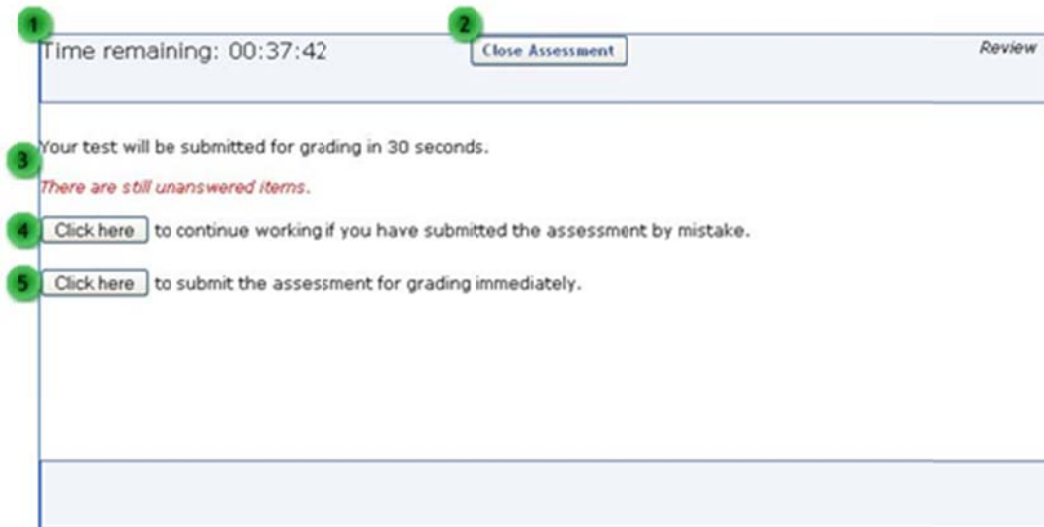
### Review Assessment

After you have answered all the items or if you click the Review button, you will see the Review Assessment page. This page displays all of your chosen answers and **lists the items vertically so that you can scroll down to check each answer**. Once you have checked all answers, click on the Submit for Grading button shown below.



Clicking this button will submit the assessment for grading and lock you out of it. Do not click this button until you are satisfied with all of your answers.

After you click Submit for Grading, you will see the Assessment Submission page. It gives you an opportunity to continue working or to finalize the submission.



1. **Time Remaining.** If the test is timed, the time remaining will be displayed here and run down to 0.
2. **Close Assessment.** This button closes the assessment screen and returns you to the Program Menu.
3. **Submission Text.** Text will describe what is happening. This example explains that the assessment will be submitted in 30 seconds if you take no action. It also states that some items have not been answered yet.
4. **Continue Working.** Clicking this button takes you back into the assessment and allows you to continue working.
5. **Submit Immediately.** Clicking this button locks you out of the assessment and brings up any conclusion text, such as the score, if it is available.